**CLEANER DTF10**

**BAND**

Band 2

**SERVICE AREA**

Property Services

**RESPONSIBLE TO**

Cleaning Supervisor

**KEY FUNCTION/JOB PURPOSE**

To ensure a high standard of cleanliness is achieved and maintained at all times in accordance with prescribed cleaning contract specification.

**PRINCIPAL DUTIES**

* Clean all areas to standards requested by Cleaning Specification in conjunction with fellow operatives as and when required to do so.
* Ensure that all cleaning equipment and chemicals are used in the correct manner and that any faults to either equipment or the facility itself are reported immediately to a senior staff member.
* All equipment used to be correctly stowed away after use in a neat and safe manner.
* Ensure the Authority's Customer Care Policy is carried out at all times, by assisting and helping users of the centre and delivering a quality service.
* Ensure required hours of work as specified in the cleaning contract are strictly adhered to.
* Assist with and undertake measures relating to the application of Health and Safety requirements and directions applicable to the Centre and its operations. Application of the 'Control of Substances Hazardous to Health' (COSHH) regulations is essential.
* Be familiar with the relevant service’s Quality Systems, completing documentation as required.
* Assist when required by providing holiday and sickness cover for other cleaners.
* Assist with setting out of rooms and equipment
* Provide a basic security/”greeting service” at reception as required.
* Identify building maintenance issues (repairs, defects or faults) and report to supervisor.
* Perform other duties not specified but as may be required in order to facilitate performance of above duties.

OCTOBER 2017