

## **JOB DESCRIPTION**

**Job Title:** Cleaner  
**Grade:** Grade 1  
**Responsible to:** Cleaning Manager

### **Job Purpose:**

To deliver a high standard of cleaning across the Penryn Campus.

Cleaners are required to undertake the following duties as directed by the cleaning manager and supervisors, using the prescribed methods and frequencies in line with the requirements of the cleaning Service level statements.

### **Main Duties and Responsibilities:**

1. Emptying waste bins or similar receptacles, transporting waste material to designated collection points.
2. Sweeping floors with brushes or dust control mops.
3. Mopping floors with wet or damp mops.
4. Suction cleaning carpeted areas and "spot" cleaning carpets.
5. Using electrically powered scrubbing and polishing machines to burnish, scrub, polish and spray clean floors (after receiving proper instruction and training).
6. Using electrically powered pick up machines.
7. To dust, damp wipe, wash or polish furniture, ledges, window sills, external surfaces of cupboards, radiators, shelves and fitments.
8. To replenish consumable items (soap, toilet rolls, paper towels) if required within the contract.
9. To clean toilets, urinals, hand basins, sinks, baths, showers and drinking fountains.
10. The use of chemical agents as directed in the discharge of cleaning operations or maintenance procedures, after receiving proper instructions and training.

11. To undertake wall washing or inside window pane cleaning to a height no greater than body height plus an arm's extension from floor level, during periodic cleaning maintenance programmes.
12. Cleaners employed in domestic areas are required to clean cookers and work surfaces.
4. To comply with COSHH regulations.
5. To report maintenance issues as per procedures.
6. To ensure security of buildings during absence of senior supervisory staff including the securing of windows, doors and buildings when building is to be closed.

### **General Duties and Responsibilities**

To participate in the annual Personal Development Review process.

To attend training workshops and courses identified as appropriate.

To work within the requirements of the Health and Safety at Work Act and to comply with the Falmouth Exeter Plus Health and Safety Policy. The post holder has a legal duty to take reasonable care for the health and safety of both themselves and others who may be affected by their actions, this includes the requirement to undertake health and safety training commensurate with the level required by the post and to take part in risk assessment procedures and the implementation of agreed recommended work practices within the area.

To attend and participate in meetings as required.

To work within the relevant Falmouth Exeter Plus policies and procedures.

To undertake other duties not specifically stated above, which from time to time are necessary for the effective performance of the group without altering the nature or level of responsibility involved.

## PERSON SPECIFICATION

Post Title: Cleaner

Attributes	Essential Requirements	Desirable Requirements
<b>Education / Qualifications</b>	Good general standard of education or proven equivalent experience in cleaning	NVQ1-2 BICS1 Hygiene Certificate
<b>Experience / Knowledge</b>	General cleaning experience	Previous industrial / commercial cleaning duties  Knowledge of cleaning procedures.  Knowledge of health and safety requirements.  Experience of working with young people.
<b>Skills / Personal Requirements</b>	Customer care skills.  Ability to work with others.  Flexible approach to working hours.  Good level of general fitness and ability to carry out cleaning duties throughout working day.  Good communication skills.	