

JOB DESCRIPTION

Job Title: Cleaner
Grade: 1
Reporting to: Cleaning Supervisor
Basis: Permanent, 37.5hrs per week, 6.00am – 14:00pm

Job Role:

This cleaning role requires the successful candidate to work as part of a team, or independently to ensure first class cleaning support at the Penryn campus. As part of a wider team, you will be responsible for maintaining the internal cleanliness of the campus buildings, which will often include deep cleaning several times per year. You will play an important role in supporting the preparation of campus events and teaching spaces, and any other student or staff led activities. The role will require taking daily guidance from the cleaning supervisor or cleaning team leader.

Main Duties and Responsibilities:

To undertake a variety of internal cleaning duties as required, to include emptying and wiping down waste bins in a variety of areas, including sanitary waste bins. Transporting any waste and recycling to designated collection points.

To ensure floors are swept or hoovered using a variety of floor cleaning equipment or dust control mops. This may also include spot cleaning or deeper cleans of carpeted areas using carpet cleaning machinery. Mopping of hard floors to a variety of spaces using a range of appropriate mops. To further enhance certain types of flooring, electrically powered scrubbing and polishing machines will be used (training will be provided).

To carry out the dusting, wiping, washing or polishing of a range of different surfaces to include (but not limited to) ledges, windowsills, radiators, shelves, grills and fittings.

Clean bathrooms including WCs, urinals, hand basins, showers and all other fittings and pipework. This will also include replenishing soap, paper products and period products.

To ensure water fountains are kept clean, and kitchens are stocked with paper products, dish cloths and tea towels where appropriate.

The role will occasionally require supporting the Caretaking team with the light moving of furniture or table layouts.

Follow direction from the Cleaning supervisor to support any requests received via the Estates helpdesk. Be flexible to work in all spaces across the Falmouth Campus.

To take a professional and positive approach to all matters relating to Health and Safety and actively engage with Health and Safety and mandatory training programmes. To always consider the welfare and safety of yourself and others. To make sure that all specialist Health and Safety guidance, including policies, COSHH and other risk assessments and safe systems of work are always adhered to.

Take on the responsibility of a fire marshal (training provided) to ensure the safe evacuation of all personnel from buildings on the campus.

General Duties:

- To be considerate of our neighbours and the public alike when carrying out daily tasks across the campus. Being always helpful and courteous.
- Support a culture of service excellence, supporting the needs of staff, students, and the public alike. Treating colleagues and other people efficiently, fairly, with dignity and the upmost respect.
- Undertake any additional, reasonable duties which contribute to the success of the directorate and FX Plus as a whole.
- Agree personal and team objectives and work to achieve them, developing both individually and collectively.
- Actively participate in required organisational processes, training, meetings and activities.
- Support keeping FXPlus, Falmouth University and The University of Exeter compliant with all legislation and adopted standards, including to but not limited to Health & Safety, Equality and Safeguarding.

PERSON SPECIFICATION

Post Title: Cleaner

Attributes	Essential Requirements	Desirable Requirements
Education / Qualifications	<p>A good, general level of education.</p> <p>Willingness to gain Fire Marshalls certificate.</p>	<p>H&S training</p>
Experience / Knowledge	<p>Previous experience working in a customer focused role.</p> <p>Experience of using specialist equipment and associated processes or a willingness to learn.</p> <p>Knowledge of general Health and Safety procedures</p> <p>Basic computer skills</p>	<p>Previous experience working as a cleaner.</p> <p>Detailed knowledge of COSHH</p>
Skills / Personal Requirements	<p>An excellent, positive aptitude towards work, with a willingness to learn new skills.</p> <p>Good interpersonal skills and the ability to communicate with staff, students, visitors, and the public alike.</p> <p>Excellent customer service skills.</p> <p>Ability to work on own initiative and as part of a team.</p> <p>Ability to demonstrate a practical approach to problem solving.</p> <p>Ability to respond calmly to emergencies.</p> <p>Ability to undertake the physical requirements of the role.</p>	