**Job Description**

**Main Purpose of Job:**

To provide cleaning operations within East Suffolk District Council’s public toilets, though may also include other facilities such as communal areas, corridors, stairs, offices and kitchens. You will be responsible for providing a high-quality cleaning service and ensuring H&S compliance through the correct use of equipment and products.

**Initial Key Responsibilities:**

1. Vacuum hard and soft floors
2. Mopping and spray cleaning hard floor services
3. Spot cleaning of spillages
4. Wiping furniture, ledges, pipes, paintwork, doors and polishing door glass
5. Emptying and cleaning bins
6. Cleaning facilities including sanitary fittings and surrounds
7. Managing stock levels
8. Replenishing janitorial supplies in facilities etc
9. Ensure correct policy and procedures are always complied with, including H&S, COSHH, Manual Handling etc
10. Only use authorised cleaning materials and as instructed
11. Ensure issued PPE is worn at all times
12. Report faulty machinery/equipment and possible H&S hazards immediately
13. Maintain building policy and procedures
14. Ensure all areas are cleaned to contract specification
15. Flexible approach required
16. Cover for other staff members when on leave
17. The duties listed are not exhaustive and may be varied therefore the post holder will be expected to undertake other duties as appropriate to the role and as requested by his/her line manager.

**Line Manager: Assistant Manager - Building Cleaning**

Note: This is a description of the job as it is constituted at (**June 2024**) but, as the organisation develops, it may be necessary to vary the duties and responsibilities from time to time. It is the practice of the Company to periodically review Job Descriptions to ensure that they relate to the job as being performed or to incorporate whatever changes may be necessary. It is the Company’s aim to reach agreement to such reasonable changes with the postholder but if agreement is not possible the Company reserves the right to insist on changes to the Job Description after consultation with the postholder.

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Knowledge and Experience** | * Cleaning background in a similar environment * Knowledge of basic H&S in the workplace * Good knowledge of general cleaning |  |
| **Skills and Abilities:** | * Ability to work unsupervised and deliver quality work * Ability to follow cleaning specs/service level requirements * High level of attention to detail * Ability to organsie own workload | * Ability to use machinery and confident with materials and equipment |
| **Education and Training:** | * No formal qualifications required | * Basic literacy and numeracy skills |
| **Other Requirements:** | * A commitment to own development and to supporting training and development initiatives. * A full clean driving licence is essential |  |