

## **Buildings Cleaner - Estates and Campus Services - Grade B**

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### Job Description

#### **Purpose**

To thoroughly clean all areas of University buildings to ensure they are kept to a high standard of cleanliness. The post holder can be required to work in any zone of the University and in any building.

#### **Duties**

1. To clean all internal and some external areas of University Buildings.
2. To use cleaning equipment as directed, including buffers, vacuums and scrubbers. To ensure all equipment is used in accordance with health and safety guidelines, including the reporting of faults immediately.
3. To use cleaning products in accordance with health and safety guidelines, paying particular attention to the correct use of chemicals in accordance with COSHH regulations.
4. To maintain the appearance of University areas and the exterior of buildings by removing unwanted posters, etcetera and promote a positive image of the University at all times.
5. To replenish toilet supplies as required and undertake tasks including dusting, vacuuming, carpet shampooing, washing floors, cleaning toilets and basic external cleaning as identified.
6. To ensure all rubbish is collected and disposed of on a daily basis, ensuring items for recycling are appropriately segregated.
7. To comply with all health and safety instructions e.g placing warning signs for slippery areas, correct moving of any furniture and other items in accordance with manual handling instructions. To undertake all health and safety training as directed. Reporting any building defects.
8. To wear all protective clothing as required and correct uniform.
9. To work as part of a team and flexibly, to ensure all areas of the University can be covered as required.
10. To assist students, staff and visitors to the University in terms of directing them around Campus as requested and giving routine information.
11. To assist in the moving and layout of furniture as requested.
12. Carry out weekly Legionella Flushing of all vacant buildings, and communal water outlets where directed.
13. To undertake any other reasonable duties as requested commensurate with the grade.

## Person Specification

### **Knowledge, Skills, and Behaviours (Essential)**

- Health and safety awareness (Application/Interview).
- Basic level of literacy and numeracy (Application).
- An awareness of manual handling and safe working practices and an ability to carry out duties which can be physical in nature and can include bending, walking, pushing, lifting, climbing stairs and handling equipment (Application/Interview).
- Ability to communicate effectively and interact with a variety of people at all levels along with excellent customer service skills and ability to deliver a quality service (Application/Interview).
- Ability to safely operate all relevant cleaning equipment (Application/Interview).
- Attention to detail in cleaning tasks (Application/Interview).
- An understanding of general data protection and the ability to employ confidentiality (Application/Interview).
- Ability to work under your own initiative and as a member of the wider Building Services / Estates Team / University (Application/Interview).
- An understanding of and demonstrable commitment to the University's Values of Achieving Together, Being Proud, Creating Opportunity and Supporting All, as a framework for decisions, actions and behaviours (Application/Interview).

### **Knowledge, Skills, and Behaviours (Desirable)**

- Experience of working in a cleaning operation in a customer orientated environment (Application/Interview).
- Experience of use of cleaning equipment, chemicals, and cleaning methods (Application/Interview).
- Awareness of quality issues (Application/Interview).