

Buildings Cleaner – Estates and Campus Services – Grade B

Job Description

Purpose

To thoroughly clean all areas of the 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 the University Buildings.
2. To use cleaning equipment as directed, including buffers, vacuums, and scrubbers, and 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 etc and always promote a positive image of the University.
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 daily, ensuring items for recycling are appropriately sorted.
7. To comply with all health and safety instructions, for example, placing warning signs for slippery areas, correct moving of any furniture and other items in accordance with manual handling instructions, reporting any building defects. To undertake all health and safety training as directed.
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 are covered as required.
10. To assist students, colleagues, and visitors to the University in terms of directing them around the campus as requested and giving routine information.
11. Carry out weekly Legionella Flushing of all vacant buildings, and communal water outlets where directed.

12. With regards to the nature of your role and its impact upon our students, make an active contribution to and support the improvement of the student experience.
13. Undertake other relevant duties and responsibilities appropriate to the grade of the post.

Person Specification

Knowledge, Skills, and Behaviours (Essential)

- Evidence of a 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 which can include bending, walking, pushing, lifting, climbing stairs and handling equipment (Application/Interview).
- The 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).
- Attention to detail in cleaning tasks (Application/Interview).
- An understanding of General Data Protection and confidentiality (Application/Interview).
- Ability to work under your own initiative and as a member of a team (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 role in a customer orientated environment (Application/Interview).
- Experience of using cleaning equipment, working with chemicals, and various cleaning methods (Application/Interview).