

## JOB DESCRIPTION

<b>Job Title:</b>	Buildings Cleaner (Estate)
<b>School/Service:</b>	Estates Services
<b>Grade:</b>	A
<b>Responsible to:</b>	Senior Caretaker
<b>Responsible for:</b>	N/A

### Job Purpose:

**To thoroughly clean all areas of the building including offices, teaching rooms and laboratories, foyers, stairs, toilets, food areas, staff rooms and communal areas. To clean internal structures including ledges and railing. To clean external entrances and some windows using appropriate equipment**

### Main Duties and Responsibilities:

1. To maintain assigned areas to a very high standard of appearance through cleaning all internal and some external areas of University Buildings
2. To use cleaning equipment as directed, including but not limited to buffers, vacuums, scrubbers, extendable equipment and power washers. To ensure all equipment is used in accordance with health and safety guidelines
3. To report any issues and defects related to maintenance, health and safety, cleaning and security to the Estates Helpdesk
4. To ensure emergency exits and escape routes are kept clear and immediately report if not
5. 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.
6. To maintain the appearance of University areas internally including removing unwanted and out of date posters, regularly reviewing cleanliness of glass and hard surfaces. To provide an immediate response to spills, waste and rubbish and promote a positive image of the University at all times
7. To maintain the appearance of University areas including the exterior of buildings by removing unwanted signs and posters, power washing entrances and paved areas, removing chewing gum, cleaning windows and doors to a specified height. To pick litter and maintain the external appearance of the building, creating a positive image of the University
8. To replenish toilet supplies as required and undertake tasks including (but not limited to) dusting, vacuuming, carpet shampooing, washing floors, cleaning glass, cleaning toilets, fixtures and fittings
9. To ensure all rubbish is collected and disposed of at regular intervals throughout the day, ensuring items for recycling are appropriately segregated.
10. 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.
11. To wear all protective clothing as required and correct uniform
12. To work as part of a team and flexibly, to ensure all areas of the University can be covered as required

13. To assist students, staff and visitors to the University in terms of directing them around Campus as requested and giving routine information
14. To assist in the moving and layout of furniture and other loose items as requested
15. Carry out weekly Legionella Flusing of all vacant buildings, facilities within, and other low usage water outlets as directed
16. To undertake any other reasonable duties as requested

# PERSON SPECIFICATION

<b>Job Title:</b>	Building Cleaner (Estate)
<b>School/Service:</b>	Estates Services
<b>Grade:</b>	TBC

Attributes	Essential	Desirable	Measured By
<b>Work Experience</b>	<p>Experience of working in a cleaning operation in a customer orientated environment</p> <p>Use of cleaning equipment, chemicals and cleaning methods</p> <p>Health and Safety Awareness</p>	<p>Awareness of quality issues</p> <p>Use of buffing machines</p> <p>Use of Power washers</p> <p>Use of extendable equipment</p> <p>Working at height</p>	AF /I
<b>Education/Qualifications</b>	<p>Basic level of literacy and numeracy required</p> <p>To be able to understand instruction</p>	BICS qualification	AF/I
<b>Skills/Abilities</b>	<p>To work well as a team by assisting others</p> <p>An awareness of manual handling and safe working practices</p> <p>Ability to carry out duties which can be physical in nature and can include bending, walking, pushing, lifting, climbing stairs and handling equipment</p> <p>To communicate effectively and interact with a variety of people at all levels</p> <p>Excellent customer service skills and ability to deliver a quality service</p> <p>To safely operate all relevant cleaning equipment</p> <p>Attention to detail in cleaning tasks</p>	<p>Quality monitoring</p> <p>Work planning and time management</p> <p>Proactive and reactive service response</p>	AF /I

<b>Other</b>	<p>To work flexibly over a 7 / 5 rota between the hours of 6am-9pm</p> <p>An understanding of general data protection and the ability to employ confidentiality</p> <p>Smart, professional appearance</p> <p>Ability to work under your own initiative and as a member of the wider Building Services /Estates team</p> <p>An understanding of and demonstrable commitment to the University's Values of Common Sense, Compassion, Teamwork, Attention to Detail, and Trust as a framework for decisions, actions and behaviours.</p>		
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