



JOB DESCRIPTION

DESIGNATION: CLEANER

Post Reports To: Cleaning Supervisor

Grade: Business Support – Point 9

Context & Main purpose of the post:

To conduct internal cleaning operations as required or directed. To undertake all normal aspects of the role, sweeping, vacuuming, cleaning surfaces, dusting, mopping, polishing and emptying waste bins.

To support and contribute to the College's waste/recycling management strategy.

Working as one of the College wide Facilities Team to assist the Head of Estates and Facilities and the rest of the Facilities team provide outstanding facilities for staff, students and visitors.

Main responsibilities of the post:

- Provide a cleaning service which includes all aspects of the cleaning function.
- Conduct cleaning operations to the standard required.
- Maintain the waste compound and other waste collection points.
- Contribute to College's waste management strategy
- Assist other cleaning staff in their duties as required or directed
- Provided a customer focused service at all times
- Assist the Head of Estates & Facilities and other Facilities team members as required.
- Undertake other Estates & Facilities related duties as required.

Key Relationships:

The post-holder will need to form effective and co-operative working relationships with:

1. Estates Officer
2. Cleaning Supervisor
3. Cleaning Staff
4. Staff & Students

The post-holder will based at upon one of the College sites as required and agreed.

The post holder will complete the contracted hours as agreed.

The post holder should be prepared for additional hours if required, the details of which would need to be agreed with Cleaning Supervisor.

The post-holder will be expected to participate in Continuous Professional Development (CPD), and to demonstrate a flexible approach in order to ensure cover for other colleagues.

Coleg Cambria of Further Education Corporation conditions of service for Business Support grade staff will apply.

Note: This Job Description is accurate as at the date shown below. In consultation with the postholder it may be varied to reflect changes in the job.

Signed:

.....
Postholder

Date:

Signed:

.....
Human Resources Manager

Date:

PERSON SPECIFICATION - CLEANER

| Criterion | Importance | |
|---|-------------------|------------------|
| | <i>Essential</i> | <i>Desirable</i> |
| Qualifications: | | |
| Any cleaning related qualification | | ✓ |
| Experience & Knowledge: | | |
| An understanding of cleaning processes. | ✓ | |
| Knowledge of health & safety | ✓ | |
| Technical/professional/personal Competencies: | | |
| Communication skills able to liaise with staff at all levels | ✓ | |
| Work with others effectively | ✓ | |
| Can assess and evaluate information and reach logical conclusions | ✓ | |
| Able to plan and prioritise personal work programme | ✓ | |
| Able to work using personal initiative | ✓ | |
| Able to communicate through the medium of Welsh | | ✓ |
| A demonstrable empathy with the Welsh culture | ✓ | |
| A demonstrable commitment to Equality and Diversity | ✓ | |