

## JOB SUMMARY

<b>Post Title</b>	<b>Cleaner</b>						
<b>Job Family</b>	<i>Service Delivery</i>	<b>Pay Range</b>	<i>01</i>	<b>Line Manager to others?</b>	<b>No</b>	<b>Role profile ref</b>	<i>CL01</i>
<b>Service Area</b>	<i>Neighbourhoods / Leisure</i>						
<b>Line Manager</b>	<i>Tim Ashwell</i>						
<b>Location</b>	<i>1Leisure</i>						

### Job Purpose

To ensure that the day to day operations of the centre are clean and adhere to all relevant Health & Safety legislation and Hygiene requirements are met at all times to ensure a safe and pleasant environment for customers.

### Job Context (key outputs of team / role to provide some specific examples of role profile accountabilities)

1. Ability to clean throughout the centre using chemicals and cleaning machines
2. A basic understanding of COSHH
3. The ability and understanding of PPE
4. Ensure that the highest standards of Health and Hygiene are used and comply with operating procedures
5. Maintain a thorough knowledge of all operating and emergency procedures
6. Deal with any customer enquiries or complaints in a helpful, polite and efficient manner, passing the matter on to the Duty Manager if you cannot give an appropriate answer

### Knowledge, Skills and Experience

<b>Role Profile requirements.</b>	<b>Job specific examples.</b> (if left blank refer to left hand column)	<b>Essential</b>	<b>Desirable</b>
Reliable, responsible.	<i>Good timekeeping and a customer focussed attitude to the role</i>	<b>E</b>	
A confident personality with a flexible approach		<b>E</b>	
Experience of general cleaning		<b>E</b>	
Experience of working with the general public			<b>D</b>
Use of cleaning chemicals & health & safety procedures regarding		<b>E</b>	
Basic knowledge of stock control of cleaning products			<b>D</b>
Aware of COSHH and basic knowledge of Health & Safety regulations		<b>E</b>	
Ability to work on own initiative and as part of a team		<b>E</b>	
Ability to prioritise/ability to work with minimum of supervision		<b>E</b>	
Ability to use the cleaning equipment		<b>E</b>	

### Qualifications

<b>Role Profile requirements.</b>	<b>Job specific examples.</b> (if left blank refer to left hand column)	<b>Essential</b>	<b>Desirable</b>
Health & Safety or COSHH certification			<b>D</b>
General Standard of Education			<b>D</b>
Basic First Aid			<b>D</b>

### Other Requirements

Flexible for a seven-day site with both early and late shifts

Must be fully able to perform the physical aspects of the role

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**Organisation Structure (optional)**