# JOB DESCRIPTION

## 1. Job Details

**Job title:** Cleaner  C/E&8/099  
**School/Support Department:** Support services Division of Estates and Buildings  
**Line manager:** Cleaning Supervisor or Chargehand  
**Date:**

## 2. Job Purpose

To carry out general cleaning duties, as directed by the line manager, to the required standard and frequency, in order to ensure that service level agreements are met.

## 3. Main Responsibilities

| % of time |  
| --- | --- |
| **3.1** Carrying out specific cleaning tasks to the required standard and frequency as directed by the Cleaning Supervisor or Chargehand. These will include dust removal, sweeping and mopping floors, vacuuming, scrubbing and buffing floors, cleaning of sanitary ware. | 90 |
| **3.2** Operation of mechanical cleaning equipment following training; cleaning of machinery after use. | “ |
| **3.3** Adhering to the safe use and storage of chemicals; using correct dilution rates for all chemicals so that wastage is avoided | “ |
| **3.4** Carrying out the work according to University and Departmental Health and Safety policy and procedures. | “ |
| **3.5** Collection and removal of refuse where required. | 6 |
| **3.6** Carrying out emergency cleaning tasks as required by the line manager, or other authorised person, after risk assessments have been carried out to ensure it is safe to do so. | 3 |
| **3.7** Taking part in “in service” training as required. This will involve training in the use of machinery and chemicals to ensure that both are used safely. | 1 |

## 4. Planning and Organising

Plan workload and prioritise allocated tasks to be done on a weekly and daily basis and for cover duties.

## 5. Decision Making

Decide which rooms take priority for cleaning and when to refer issues to the chargehand/supervisor.

## 6. Problem Solving

Where issues arise which are not covered by guidelines, attempt to resolve, if not refer to chargehand/supervisor.
### 7. Key Contacts/Relationships
- The main contact is with the Cleaning Supervisor and Chargehand.
- Cleaning staff also require to relate on a day to day basis with other support services staff; additionally with students and academic and other university staff in a manner which reflects well on the department.

### 8. Knowledge, Skills and Experience Needed for the Job
- Physically fit to meet the requirements of the job
- Ability to work as part of a team
- Ability to communicate with a wide range of staff

### 9. Dimensions
The cleaner will normally work as one of a group of cleaners, and will be expected to provide annual leave and short term sickness cover for other members of the group, as directed by the Supervisor.

### 10. Job Context and any other relevant information
None applicable