



FARNBOROUGH COLLEGE OF TECHNOLOGY

JOB DESCRIPTION

- 1 JOB TITLE:** Cleaner
- GRADE:** SPOT
- RESPONSIBLE TO:** Cleaning Team Leader
- SCHOOL/SECTION:** Estates
- LOCATION:** All College sites
- HOURS OF WORK:** Part Time

2 OBJECT OF JOB

To clean the College to a high standard as set out by the Cleaning Team Leader and to ensure that this level is consistently maintained. To work to and abide by hygiene and health and safety requirements as set out by the College.

3 DESCRIPTION OF MAIN RESPONSIBILITIES:

- To clean specified areas of the College on a daily basis against the set quality standards and cleaning specification.
- To carry out either as an individual or as a member of a team, daily cleaning tasks, deep cleans and outside cleaning tasks as and when required. This may include cleaning carpets, overheads, steelworks, light fittings, floor surfaces, chairs/fabric finishes, walls and furnishings, sweeping of external areas and other related tasks.
- To act as first response in relation to College security and to report anything unusual, including unauthorised visitors.
- To carry out all duties in accordance with the College hygiene standards and health and safety policies and procedures. To strictly adhere to safe working practices at all times.
- To carry out other duties as required by the Cleaning Team Leader within the remit of the role to ensure the efficient cleaning of the College.
- To use all specified cleaning equipment required to complete the work in the correct manner, paying particular attention to Health and Safety. On completion of the task you are to ensure this equipment is stored in a safe and tidy manner.
- Report any damaged equipment to the Cleaning Supervisor immediately.
- To act sensibly at all times and pay due regard to other activities being undertaken on the College site.
- To work as a team member and be flexible in your approach, however this must remain in line with the competencies and seniority of this post.
- To actively take part in training as stipulated by the Cleaning Team Leader.

4 NUMBER OF STAFF SUPERVISED AND GRADES:

None

5 MAIN TYPES OF DECISIONS TAKEN:

Those relating to your main duties on a day to day basis.

6 MAIN CONTACTS:

All members of staff, students and College visitors.

7 PERSON SPECIFICATION:

EDUCATIONAL ATTAINMENTS OR ACADEMIC/ PROFESSIONAL QUALIFICATIONS:

- To demonstrate that you can understand and carry out basic instruction
- Must have the ability to read and understand key information in accordance with COSHH i.e. Chemical Labels etc.
- Articulate with excellent interpersonal skills.

ESSENTIAL WORK EXPERIENCE:

- Must have previous experience of cleaning, preferable in business environment.

ESSENTIAL OR SPECIFIC SKILLS/COMPETENCIES OR APTITUDES:

- Ability to prioritise work under pressure and willingness to work effectively as part of a team.

PERSONALITY/BEHAVIOURAL CHARACTERISTICS:

- Hard working, flexible, well motivated and smart in appearance.

SAFEGUARDING

The College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff to share this commitment.

This position will involve contact with young people and vulnerable adults. Consequently, the post-holder will be obliged to demonstrate and maintain their suitability to work with young people and vulnerable adults. This will include a requirement to undertake an enhanced Disclosure and Barring check.

SIGNED:

DATE: September 2019

NAME: Neil Mackay

Estates Manager