**Cleaner**

**Service Area/Centre:** Estates/Resources Directorate

**Salary**: £10.42 per hour

**Hours:** 15 hours per week / 36 weeks per year (Temporary until December 2023 or the return of the post holder whichever is soonest)

**Responsible to:** Deputy Estates Manager (Services)

**The Position**

Provide and maintain a clean environment.

**Main Duties and Responsibilities:**

1. Cleaning, washing, sweeping, mopping, dusting, polishing and vacuum cleaning of designated areas to the required standard
2. Emptying litter bins, etc., and removing waste to designated areas
3. Cleaning of toilets and washrooms to the required standard where allocated
4. Spray cleaning, scrubbing floors and re-sealing with polish
5. Using powered equipment where necessary (scrubbing machines, wet pick-up machines, vacuum cleaners) and buffing
6. Cleaning of working surfaces and other furniture as directed
7. Clearing up after flooding and/or any other emergency cleaning
8. Monitoring and reporting where replacement cleaning stock is required
9. Cleaning staff must be prepared to work flexibly across the College campus responding to our service requirements and emergency issues
10. All staff have a contribution to make to the way of which we engage with prospective and existing students, which is implicit in our vision, missions and goals and which places learners at the centre of what we do. Therefore all staff are expected to contribute to support colleagues who may have more day to day contact with learners. These include supporting key processes which enhance learners’ experience e.g. attendance at promotion activities and open events, supporting student admissions, enrolment, induction, provision of reception cover, invigilation and graduation events. These activities are not exhaustive and may vary from time to time.
11. Any other duties commensurate with the post
12. You should note that this job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may therefore be altered from time to time to reflect the changing needs of the College, always in consultation with the post holder.

Author: Jackie Dyer

Date: July 2021