**CLEANING COORDINATOR (PM SHIFT)**

Service Area/Centre: Estates/Resources Directorate

Hours: 20 hours per week / 42 weeks per year; 2pm to 6pm Monday to Friday

Salary: Business Support Staff Scale Point 7

Reference Number: 6204

Responsible to: Deputy Estates Manager

Responsible for: N/A

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The Position

Provide and maintain a clean environment across the College Campus. Supporting the Cleaning Officer / Deputy Estates Manager to carry out the day to day coordination of the College wide cleaning team including planning of cleaning works and assisting in the ordering and management of stock and equipment.

Main Duties and Responsibilities

1. Cleaning duties to include but not limited to:

* Cleaning, washing, sweeping, mopping, dusting, polishing and vacuum cleaning of designated areas to the required standard
* Emptying litter bins, etc., and removing waste to designated areas
* Cleaning of toilets and washrooms to the required standard where allocated
* Spray cleaning, scrubbing floors and re-sealing with polish
* Using powered equipment where necessary (scrubbing machines, wet pick-up machines, vacuum cleaners) and buffing
* Cleaning of working surfaces and other furniture as directed
* Clearing up after flooding and/or any other emergency cleaning

1. Day to day coordination of the afternoon College wide cleaning team including:

* Creation of schedules
* General coaching
* Allocation of jobs via the Estates helpdesk

1. Planning of cleaning works through the colleges “planned cleaning schedules” in so far as they relate to cleaners in conjunction with the Cleaning Officer / Deputy Estates Manager
2. Planning of work and scheduling of the same in conjunction with all Estates customers, ensuring timely completion.
3. Assisting in the ordering and management of stock via the Estates office
4. To ensure health & safety compliance of the afternoon cleaning staff and to recommend changes in the light of new legislation.
5. Undertake continuous professional development as necessary to keep up to date with initiatives and practice and complete mandatory training.
6. To positively contribute to a safe learning and work environment ensuring compliance with Health and Safety and Safeguarding Policy and procedure.
7. 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 students 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 students’ 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.
8. Any other duties commensurate with the post

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: Facilities and Estates Manager

Date: October 2022