



Candidate Information

Position:	Cleaner (Part-time)
School/Department:	Queen's Sport
Reference:	19/107482
Closing Date:	Monday 27 May 2019
Salary:	£15,842 per annum pro rata (potential to progress to £16,460 per annum pro rata through sustained exceptional contribution)
Anticipated Interview Date:	Thursday 6 and Friday 7 June 2019
Duration:	12 months

JOB PURPOSE:

To work as part of a flexible team, cleaning allocated internal and external areas of responsibility to the required University standard using appropriate cleaning techniques, equipment and materials for each task, following agreed training procedures and policies. This post is part time, working 20 hours per week.

MAJOR DUTIES:

1. Clean specified internal and external areas using appropriate cleaning techniques, materials, equipment as per recommended cleaning procedures. Use protective clothing as and when required.
2. Clean allocated area of work incorporating all cleaning tasks as per agreed work schedules per area or building. This may include:
 - Office cleaning, vacuuming floors/cleaning and dusting furniture, fixtures and fittings/spring cleaning/scrubbing and polishing floor surfaces etc.
 - Machine scrub/manual scrub of changing room floors, shower and toilet areas, staircases, reception/spray buff corridors and viewing areas etc.
 - Heavy duty cleaning after student events.
3. Clean sanitary areas and collect and replenish all toilet rolls, soap and roller towels, paper towels as required. Remove and replace all rubbish bags and leave for collection.
4. Report any equipment faults or maintenance issues in buildings or allocated areas to Team Leader.
5. Empty and clean internal and external wastebins. Remove and replace waste and recycling bags and leave for collection. Brush and tidy external entrances and communal areas of buildings.
6. Use appropriate cleaning materials and equipment in accordance with Health and Safety Procedures, e.g. the use of 'cleaning awareness signs'. Clean equipment and consumables on a regular basis and store correctly after use.
7. Open and secure all doors after rooms are cleaned whilst ensuring the safekeeping of all keys per buildings and returning them to Team Leader as required.
8. Request cleaning equipment and consumables from Team Leader for allotted area and use according to recommended procedures.
9. Report all accidents/incidents immediately they occur following the appropriate procedure.
10. May deal with individual queries in an appropriate manner to ensure good customer service.
11. Comply with procedures, including those governing Health and Safety and Customer Care.
12. Attend staff training as and when required.
13. Carry out any other duties which are appropriate to the post as may be reasonably requested by Team Leader.

Planning and Organising:

1. Work to well established simple instructions under direct supervision in order to perform straightforward and routine tasks.
2. Carry out basic routine prioritising and organising of standard duties.
3. May carry out basic routine record keeping, e.g. cleaning programme sheets/schedules.

Resource Management Responsibilities:

1. Equipment – Responsible for correct use and storage of equipment and materials used. Responsible for safe keeping of keys and securing offices and stores.
2. Maintain awareness of levels of basic stock and report low supplies to others for re-ordering.

Internal and External Relationships:

1. Daily contact with Team Leader, Colleagues, Staff and Students and members of the public.

ESSENTIAL CRITERIA:

1. Recent relevant cleaning experience.
2. Ability to clean to recognised BICS standard.
3. Understanding of relevant Health and Safety requirements.
4. Ability to understand and comply with instructions given in the medium of English.
5. Ability to communicate clearly and politely with all visitors and staff in the University.
6. Good interpersonal skills.
7. Ability to work as part of a team.
8. Understand the importance of confidentiality.
9. Must wear protective clothing and/or uniform as required.
10. Able to work evenings, weekends and early mornings and able to assist cover shortages/work in other buildings.

DESIRABLE CRITERIA:

1. At least 6 months recent relevant cleaning experience in a customer facing environment.
2. Cleaning experience in a sports/leisure centre environment.
3. Knowledge of correct use of cleaning chemicals in line with University policies.