

JOB DESCRIPTION

POST TITLE: Cleaner (Key holder)

DIVISION/UNIT: Cleaning Unit

GRADE: 2

RESPONSIBLE TO: Cluster Supervisor/Facilities Officer

RESPONSIBLE FOR: N/A

Job Purpose

Undertake the cleaning of designated areas within premises (which may include toilets, dining and common areas) to ensure that these areas are kept in a clean and hygienic condition. Be a key holder for the building.

Main Duties and Responsibilities

1. Ensure that Safe Working Practices are adhered to, in accordance with Health and Safety Legislation and Tayside Contracts' Occupational Health and Safety Policy.
2. Uphold and embrace Tayside Contracts vision and values by working in partnership with internal colleagues, external clients and other stakeholders to deliver an efficient and effective service.
3. Treat all individuals with dignity and respect and support Tayside Contracts' Equality and Diversity Policy.
4. Carry out the cleaning of a designated area, which will include washing, sweeping, vacuum cleaning, cleaning of fixtures and fittings and emptying litterbins.
5. Follow the cleaning specification for your establishment and clean all areas/fixtures and fittings in accordance with the frequencies detailed in the specification.
6. Use approved cleaning agents only and in accordance with instructions.
7. Use cleaning machines, e.g. polisher, scrubber drier, carpet shampoo machines, as directed.
8. Ensure that the appropriate documentation is completed correctly and forwarded to management without delay.
9. Maintain an adequate supply of materials on site and ensure that usage levels and dilution rates are adhered to and that appropriate safety precautions are taken.
10. Undertake snow clearing duties as necessary, clearing snow and ice from pedestrian paths providing safe access to the building entrances as directed by your Cluster Supervisor/Facilities Officer.
11. Deal with any complaints or adverse client reports by undertaking remedial work wherever possible. Inform Cluster Supervisor of the complaint, the action taken to resolve it and any further action required.

12. Respond to ad-hoc requests from users or user groups to alter the cleaning schedule to accommodate special activities or events.
13. Demonstrate good energy conservation by switching out all lights and ensuring taps are off within your designated area on completion of your duties.
14. Ensure all windows and doors are secured and the building is locked and any alarms are set at the end of each working day.
15. Responsible for the security of building as a designated key holder.

NOTE

You will be required to undertake other duties appropriate to your grade as directed.

Working Environment	Physical Coordination	Physical Effort	Mental Skills	Concentration	Communication Skills	Dealing with Relationships	Responsibility For Employees	Responsibility for Service to Others	Responsibility for Financial Resources	Responsibility. For Physical & Info	Initiative & Independence	Knowledge
2	2	4	1	1	1	1	1	2	1	3	1	2