

JOB DESCRIPTION

POST TITLE:	Lead Cleaner
DIVISION/UNIT:	Cleaning Unit
GRADE:	3
RESPONSIBLE TO:	Cluster Supervisor
RESPONSIBLE FOR:	Cleaners

Job Purpose

Cleaning of designated areas within the premises to ensure that they are kept in a clean and hygienic condition.

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. Instruct, guide, allocate and check the work of the cleaning team.
5. Carry out the cleaning of a designated area, which will include washing, sweeping, vacuum cleaning, cleaning of fixtures and fittings and emptying litterbins.
6. Follow the cleaning specification for your establishment and clean all areas/fixtures and fittings in accordance with the frequencies detailed in the specification.
7. Ensure that the appropriate documentation is completed correctly and forwarded to management without delay, which will include time sheets, material request forms, self-certification and return to work forms and Tay Reviews.
8. Undertake on-the-job training of new employees in the absence of the Cluster Supervisor.
9. Ensure that an adequate supply of materials is available on site and ensure that usage levels and dilution rates are adhered to and that appropriate safety precautions are taken.
10. 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.
11. Respond to ad-hoc requests from users or user groups to alter the cleaning schedule to accommodate special activities or events.

12. Co-ordinate, organise and participate in deep cleans at specific times of the year.
13. Identify the need for equipment repairs or replacements and advise Cluster Supervisors accordingly.
14. Demonstrate good energy conservation by switching out all lights and ensuring taps are off wherever possible on completion of your duties.
15. Ensure that the appropriate security measures are adhered to.
16. Carry out limited janitorial duties as required.
17. Use approved cleaning agents only and in accordance with instructions.
18. Use cleaning machines, e.g. polisher, scrubber drier, carpet shampoo machines, as required.

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	2	1	1	1	2	2	1	2	2	2