

PERSON SPECIFICATION

POST TITLE: Cleaner (Keyholder)

DIVISION/UNIT: Facilities Services/Cleaning Unit

JOB SPECIFIC COMPETENCIES

	Essential	Desirable	Evidence/Method of Assessment
Experience		1. Previous cleaning experience.	Application Form References Interview
Skills/Abilities	1. Basic knowledge of cleaning methods. 2. An awareness of customer care. 3. Ability to work as part of a team or alone as necessary. 4. Ability to carry out routine caretaking e.g. snow clearing, alarm callouts and building checks.	1. Ability to use cleaning machines e.g. polishers. 2. Ability to organise time to complete the allocated work to the required standard. 3. Basic literacy skills.	Application Form References Interview
Education & Qualifications			Application Form Interview
Personal Qualities	1. Ability to cope with the demands of the post and attend on a regular basis. 2. Flexible and adaptable.		Interview References
Additional Job Related Requirements	1. Security and environmentally conscious.		Application Form Post Interview Check