

Lancaster City Council - Job Description

Job Title:	Building Cleaner	Grade:	5	Job Code:	EWH0072
Job Family:		Job Family Group:		Reports to:	Building Cleaning Supervisor
Line manages:	N/A				

Job Summary

Cleaning of a designated area within a number of buildings within the council.

Direct Responsibilities

- Carry out changing workload each day as required.
- Sanitise all touch points and communal areas daily
- Empty waste bins, and take all rubbish to the designated disposal point.
- Clean all furniture and fittings including ledges, pipe work and radiators.
- Clean all sanitary fittings including WC's, urinals, wash hand basins, sinks, showers, mirrors etc.
- Vacuum all carpet areas including dust control mats.
- Dust control mop/sweep all hard floor areas suitable for this task, remove dust, litter and debris.
- Damp mop all hard floors suitable for this task removing marks where possible.
- Spray/polish burnish all hard floors suitable for this task.
- Machine scrub/dry hard floor areas as designated.
- Periodic tasks include wall washing, blinds, cleaning light shades, diffusers and re applying polish to hard floors.
- Clean internal windows and internal glazed areas.
- To be responsible for stocks of materials – keeping records, issuing and reordering in an efficient and accountable manner.
- To fill out weekly timesheets and complete/keep records/paperwork necessary for the post.
- Ensure security of buildings i.e. check windows and doors are closed/locked and where necessary unset and reset alarm systems.
- Report any faults to electrical cleaning equipment, do not use until fault is repaired.
- Ensure correct policy and procedures are maintained including Health and Safety, COSHH, Manual handling etc.
- Only use authorised cleaning materials, ensure the correct dilution rate as directed and used only for the purpose indicated.
- Ensure all PPE issued is worn at all times, including tabards/ t-shirts and rubber gloves.
- Display warning floor signs when cleaning floors.
- Be required to work as part of a team or alone, cleaning various buildings, where necessary throughout your working hours.
- Be required to work during the day, morning, evening, weekend and bank holidays where required
- Provide excellent customer service at all times.

Primary Objectives

Look for opportunities to improve processes that lead to reduce cost, time and increase accuracy at work. Collaborate with individual team members to establish a path to get yours and others tasks done more efficiently.

Lancaster City Council - Job Description

Staff Management Responsibilities
Not Applicable in this section.
Knowledge & Educational Requirements
<ul style="list-style-type: none"> • General education – no formal qualifications are required. • Able to communicate clearly and courteously. • Have basic reading and writing skills in English. • Able to undertake practical cleaning duties. • Able to work on own initiative. • Able to work as part of a team. • General reasonable level of physical fitness. • Good customer care skills. • Health and Safety awareness. <p>LCC specific knowledge: Understanding, implementation and adherence to Lancaster City Council's policies and procedures. Understanding, implementation and adherence to Our Values. Understanding of the post holder's own and their team's contribution to the Council's Corporate Plan.</p>
Other Requirements
<p>The post holder will work 3 hours per week.</p> <p>This position is necessarily based at Gummers Howe , 1.5 hours a day between 7am and 10am, Mondays & Thursdays but the hours may be needed in other council buildings in Morecambe or Lancaster.</p> <p>Bank holiday work and/or working outside normal working hours will be required to cover after events.</p> <p>To provide relief cover and for other Council Buildings as and when necessary.</p> <p>Flexible working approach, in terms of duties and working hours/pattern.</p>
Additional information
<p><u>General Statement</u></p> <p>The above duties and responsibilities do not include or define all tasks that may be required of you. Duties and responsibilities may vary without changing the general character or grade of the role.</p> <p>As a normal part of your job, you are expected to routinely undertake corporate activities on behalf of your Directorate, appropriate to grade of the role.</p> <p><u>Learning and Development</u></p> <p>You are expected to undertake any training and development appropriate to the current and future needs of the post.</p> <p><u>Health & Safety at Work</u></p> <p>All members of staff are responsible for fulfilling their health and safety roles and responsibilities, as outlined in the Job Description above. It is the employee's responsibility to ensure that they are familiar with the Council's</p>

Lancaster City Council - Job Description

health and safety policy, procedures, work instructions and relevant risk or other health and safety assessments pertinent to their work tasks, and that they carry out their work tasks in accordance with the significant findings of such.

Equal Opportunities

Lancaster City Council is an Equal Opportunities employer and has equal opportunities policies with which you are expected to comply at all times. The City Council condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias.

Community Safety

Section 17 of the Crime and Disorder Act requires local authorities to consider the community safety implications of all their activities. Officers of Lancaster City Council should have an awareness of community safety and consider any community safety implications within their own area of responsibility.

Safeguarding

Lancaster City Council delivers a range of services and activities that impact on the lives of children both directly and indirectly. Safeguarding children, ensuring their welfare, safety and health is of paramount importance. We are committed to providing safe and supportive services that will give children the opportunities to achieve their full potential.

Employee signature:		Print name:		Date:	
Manager Signature:	<i>A Ducie</i>	Print name:	Alison Ducie	Date:	09/09/2021