

NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

JOB DESCRIPTION

Job Title:	Cleaner	Grade:	2
Directorate:	Commercial Development & Economic Growth	Service:	FM
Post No:		Date of Issue:	April 2023
Responsible to:	Facilities Officer		

Main Purpose of Job:

To assist in the provision of an efficient and effective cleaning service. May be requested to work at other Council Buildings.

Main Tasks/Duties/Responsibilities

1. To clean the offices, communal areas, toilet facilities, furniture etc as directed and to the required standard.
2. To use the equipment and materials provided in accordance with proper procedures and methods.
3. To report any problems, equipment and materials requirements to the Line Manager and wider One Council cross team working colleagues as necessary.
4. To ensure that adequate supplies are maintained for the use of the toilet facilities (where applicable).
5. To dispose of any confidential waste in accordance with established procedures as necessary.

General

1. To be aware of and comply with current Health and Safety Regulations and the Borough Council's Health and Safety policy and procedures as they relate to the duties and responsibilities of the post.
2. To be proactive in personal and professional development, updating knowledge and skills by appropriate means as agreed annually through the Council's Performance Appraisal Scheme.
3. To maintain awareness of risks and incorporate these into the formal risk management process and also to control the risks inherent in your job and report any risk concerns to your manager.
4. To produce any performance information required in a reliable, timely and accurate way, in accordance with the Council's Data Quality Policy.

Classification: NULBC UNCLASSIFIED

5. To be aware of and adhere to the Council's Equal Opportunities Policy.
6. To undertake any other duties as may be reasonably allocated to the postholder commensurate with the grading and responsibilities of the post. (Where necessary, reasonable adjustments will be made in accordance with the Equality Act).
7. To be familiar with the obligations and requirements of the Council's information security and data protection policies and procedures as they apply to the post, ensuring that confidential and sensitive data used by the post holder is held securely and personal data is obtained, processed and disclosed only in accordance with the principles and requirements of the Data Protection Acts.
8. To be aware of and adhere to the Council's Safeguarding Children and Adults at Risk of Abuse and Neglect Policy.

This job description is not exhaustive providing an indication only of the scope and length of the main duties and responsibilities to be undertaken by the postholder and may be subject to amendment or alteration. It may be changed from time to time to meet changing circumstances and does not form part of your contract of employment.