

UNISON, Dragon Court Print Unit
Ref: R13/77

JOB DESCRIPTION

POST:	Cleaner
GRADE:	UNISON Grade 11
HOURS:	5 hours per week
LOCATION:	Dragon Court, Springwell Road, Leeds LS12 1EX
REPORTS TO:	Richard Walton
ACCOUNTABLE TO:	National Manager, Regions and Governance

OVERALL TASKS

To clean the offices, print room, kitchen, toilets and general areas to a high standard and ensure that appropriate cleaning supplies are available at all times.

PRINCIPLE TASKS

- Dust and polish all desks, cupboards and work surfaces;
- Vacuum all floors;
- Empty all waste bins;
- Clean all kitchen surfaces;
- Clean toilets and washbasins;
- Replenish consumables;
- Check stocks of consumables;
- Submit consumables order list to supervisor;
- Wipe window ledges and skirting boards.
- Clean fridge/freezer and dispose of out of life food items;
- Clean glazed partitioning;
- Dust blinds.
- Any other duties and responsibilities commensurate with the grading of the post

UNISON Dragon Court Print Unit

CLEANER (Part-Time)

PERSON SPECIFICATION

UNISON is an equal opportunities employer, committed to providing equal opportunities regardless of race, marital status, gender, sexuality, disablement or age.

The purpose of the job is to ensure a high standard of housekeeping within the UNISON offices at Dragon Court, Springwell Road, Leeds. The person appointed will have the following skills and abilities:

1. To be able to organise own workload with minimum supervision;
2. To be able to perform efficiently all cleaning duties.
3. To have the ability to maintain appropriate stock lists.
4. To be able to communicate verbally and in writing with other colleagues.

Other Information

Completed application forms should be returned to Dragon Court Unit 1, Springwell Road, Leeds LS12 1EX or by e-mail to y&h.personnel@unison.co.uk by no later than 5pm on 8 April 2019.

Interviews will be held on 16 April 2019.