

**UNISON**  
**SYSTEMS MANAGEMENT SECTION**  
**CLEANER**

**JOB DESCRIPTION**

JOB TITLE: Cleaner

GRADE: 10

REPORTS TO: Facilities Services Supervisor

**OVERALL SUMMARY AND JOB BRIEF**

The role of Cleaner is to carry out cleaning duties as directed by the Facilities Services Supervisor. The post holder is required to undertake all cleaning duties including, but not exclusive to, toilets and showers, office areas, meeting rooms, tea-points and high touch points ensuring all activities comply with good health and safety practice. The post holder will work to the agreed cleaning schedule and shift pattern. Staff will be required to work at all locations in the building.

Occasional voluntary overtime may be offered.

1. To carry out duties as set out in the cleaning schedule. Specific responsibilities include:
  - Cleaning, washing, mopping, dusting, polishing and vacuuming of designated areas to the required standard.
  - Cleaning of work surfaces including desks and other fixtures and furniture as directed.
  - Using powered equipment where necessary, for example vacuum cleaners.
  - Emptying of waste bins and removal to designated area.
  - Cleaning of toilets and shower areas to the required standard.
  - Replenish toilet and shower room supplies when needed.
  - Cleaning Tea-Points to the required standard.
2. To keep work equipment clean and safely stored.
3. To make requests to the Cleaning Co-ordinator for the issue of cleaning materials, supplies and uniform.
4. To monitor H&S aspects of the job such as checking equipment is safe and ready for use.
5. To report equipment faults to the Facilities Services Supervisor or Cleaning Co-ordinator.
6. To ensure areas being cleaned are safe and appropriately signed using signage or barriers.

**UNISON**  
**SYSTEMS MANAGEMENT SECTION**  
**CLEANER**

**PERSON SPECIFICATION**

UNISON is an equal opportunities employer. Committed to providing equal opportunities regardless of race, marital status, gender, sexuality, disablement or age. This person specification is designed to help members of Interviewing Panels judge the qualities of the interviewees in a systematic and consistent way and in accordance with UNISON's equal opportunity policy. It is given to all job applicants for information.

**Assessment code:**                      **A – Application form**                      **PI – Panel interview**

<b>Heading</b>	<b>Selection criteria</b>	<b>Assessment</b>
<b>1. Thinking</b>	<ul style="list-style-type: none"> <li>• Knowledge of the requirements of a cleaning role</li> <li>• Some understanding of good Health and Safety practice.</li> </ul>	<b>A PI</b>
<b>2. Interpersonal and Communication</b>	<ul style="list-style-type: none"> <li>• Ability to communicate with office staff and supervisory staff.</li> <li>• Ability to understand health and safety training</li> </ul>	<b>A PI</b> <b>A PI</b>
<b>3. Initiative and Independence</b>	<ul style="list-style-type: none"> <li>• Ability to coordinate and prioritise own work duties.</li> <li>• Ability to understand work schedules and shifts.</li> </ul>	<b>A PI</b>
<b>4. Staff Management</b>	N / A	
<b>5. Resource Management</b>	<ul style="list-style-type: none"> <li>• Ability to inspect equipment issued and keep in good order.</li> <li>• Ability to request supplies when stock levels are low.</li> <li>• Report equipment faults to the Cleaning Co-ordinator</li> <li>• Knowledge and experience of health and safety good practice and legislation</li> </ul>	<b>A PI</b>
<b>6. Physical Skills</b> <i>(with DDA modification where necessary)</i>	<ul style="list-style-type: none"> <li>• Ability to undertake office cleaning including mopping, vacuuming, dusting, wiping and work in toilets and showers.</li> </ul>	<b>A PI</b>
<b>7. General Knowledge</b>	<ul style="list-style-type: none"> <li>• Commitment to and understanding of equal opportunities.</li> </ul>	<b>A PI</b>