

## Job Description and Person Specification

### Cleaner

Job Details	
Grade	GRD1
Service	Facilities Management
Location	City Wide
Job Evaluation Code	A5841

#### About Coventry City Council

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:

**Open and fair:** We are open, fair and transparent.

**Nurture and develop:** We encourage a culture where everyone is supported to do and be the best they can be.

**Engage and empower:** We engage with our residents and empower our employees to enable them to do the right thing.

**Create and innovate:** We embrace new ways of working to continuously improve the services we offer.

**Own and be accountable:** We work together to make the right decisions and deliver the best services for our residents.

**Value and respect:** We put diversity and inclusion at the heart of all we do.

#### Job Purpose

Perform cleaning tasks in assigned areas of a college, school, or establishment, typically as part of a team, ensuring hygienic and tidy conditions.

#### Main Duties & Key Accountabilities

Following the assigned cleaning schedule and specifications for the designated work area.

Ensuring that tasks are completed to the required standard within the designated timeframe.

Cleaning, washing, mopping, sweeping, vacuum cleaning of all designated areas.

Cleaning of toilets including behind the bowels and emptying rubbish bins.
Polishing, damp wiping, dusting of the designated areas, (may include toilets and shower areas).
Cleaning of Internal glass panels, fixtures and fittings, using approved materials/chemicals according to agreed procedures.
Moving furniture and equipment to assist cleaning.
Opening and securing buildings and doors as necessary, collecting and returning keys to the designated supervisor. Activating alarms when required.
Attending training sessions required by the job role or mandated by Coventry City Council.
Adhering to City Council's practice ensures clients receive courteous treatment at all times.
Collaborating with line leadership and senior leadership, adhering to safety protocols, following health guidelines, and completing necessary health and safety training as required.
Reporting any health and safety concerns, hazardous conditions, or defects in the health and safety arrangements to their supervisor.

Key Relationships	
External:	General public and service users
Internal:	All Council employees and managers

Standard Information
<p>Post holders will be accountable for</p> <ul style="list-style-type: none"> <li>● carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health &amp; Safety and the City Council's Workforce Diversity and Inclusion Policies. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.</li> <li>● attending any training and undertaking any development activities that are identified as mandatory/beneficial to their role.</li> <li>● any other duties and responsibilities within the range of the salary grade.</li> </ul>

Responsible for

## Person Specification

Requirements	
Knowledge	Basic health and safety principles.
	Cleaning methods and tools are recommended.
Skills And Ability	Able to clean to a required standard and follow cleaning schedule.
	Able to understand and respond to verbal instructions.
	Ability to read and write for the purposes of understanding warning notices etc. on cleaning chemicals and general information and completing basic forms such as timesheets, etc.
	Physical capability to perform tasks that require standing, bending, and repetitive movements during cleaning activities.
	Able to work unsupervised.
	Able to work as a team.
	Ability and willing to undertake training including health and safety in the cleaning environment and mandatory employee courses.
	Able to adhere to the City Council's Equal Opportunities Policy.
Experience	Training will be provided for all cleaning methods and equipment, with no prior experience required.
Special Requirements	This role falls under the Rehabilitation of Offenders Act 1974, requiring a satisfactory Disclosure and Barring Service (DBS) police records check for appointment.