Job Description and Person Specification

Job Description

Job Title	Cleaner
Grade	1
Service	Customer and Support Services /Cleaning
Reports to	Cleaning Manager
Location	One Friargate
Job Evaluation Code	X900L

About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

Our Values: 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:

About the Service your team will provide

Purpose of the role

Undertake, normally as part of a team, the cleaning of designated areas within a college, school or other establishment, to ensure that they are kept in a clean and hygienic condition.

Main Duties & Key Accountabilities

Core Knowledge

- Cleaning, washing, mopping, sweeping, buffing, vacuum cleaning of all designated areas.
- Cleaning of toilets and emptying rubbish bins.
- Polishing and dusting of the designated areas, (may include toilets and shower areas).
- Internal glass panels, fixtures and fittings, using where appropriate powered equipment and cleaning materials according to the agreed procedures.
- Moving furniture and equipment to assist cleaning.
- Open and lock doors as required, collecting and returning keys to caretaker or other supervisor. Setting alarms where required.
- Makes sure that work is carried out to the standard required.
- Act in accordance with City Councils practice that clients are treated courteously.
- Any other duties and responsibilities within the range of the salary grade.

Key relationships

External	Internal

Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & 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.

Smoke Free
The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training
The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff managed by postholder:

N/A

Person specification

Job Evaluation Code	X9005L
Knowledge	
Basic health and safety principles	
Cleaning techniques and equipment	
Skills and Abilities	
Able to clean to a required standard.	
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.	
Able to lift and move heavy cleaning equipment and furniture, e.g. floor polishers; vacuum cleaners, etc.	
Able to stand; bend and stretch to undertake cleaning duties such as cleaning; sweeping and vacuuming for the duration of the shift.	
Able to work unsupervised.	
Able to work as a team	
Ability and willing to undertake training on basic health and safety in the cleaning environment.	
Able to adhere to the City Council's Equal Opportunities Policy.	
Experience	
Cleaning techniques and equipment	
Special Requirements	

Date Created	July 2019	Date Reviewed	January 2023