



Coventry City Council

Job Description

Vacancy Reference No:**Job Title:**

Special cleaning team
operative

Job Number:**Division/Section/Group/Team:**

Building Cleaning

Post Number: Various

Location:

City Wide

Grade: 3

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.

Job Purpose:

To undertake both regular planned and one-off cleaning jobs in a professional manner within designated timescales, providing support to the BC team and ensuring customer satisfaction.

Main Duties and Responsibilities:

1. Ensure that all work is carried out as per instruction and within the agreed time scales and aiming to **exceed** customer satisfaction, always paying attention to best health and safety practices, asking for guidance when required. Always maintaining a professional approach with customers and colleagues alike.
2. Monitor work sheets and working times regularly and ensure compliance with work programmes and priorities, as directed. Ensure effective utilisation of time, machinery and other resources, and compliance with work specifications. Report any potential problem to the office asap.
3. Safe use of machinery and chemicals (using of safe systems of work/risk assessments) and ensuring the pickup and return hire equipment within the agreed time scales.
4. Ensure that all equipment and machinery is maintained in a clean, safe and serviceable working condition and that safe working methods are always adopted .
5. Ensure that an adequate supply of stock and materials are available to carry out your role by liaising with supervisors.
6. If using a Council vehicle, the appropriate checks and paperwork must be filled out daily and any problems reported immediately. The vehicle must always be kept clean and tidy .

7. Visit customers/Jobs if required by management for job estimating purposes.
 8. Cover cleaning patches across the city as and when required ensuring standards are of an excellent quality.
 9. Deliver stock to sites across the city if required and as requested by supervisors.
 10. Lock and unlock internal and external doors as required ensuring that, where necessary, premises are left secure and keys are stored or kept as advised by the Supervisory team.
 11. Any other duties and responsibilities within the range of the salary grade.
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All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for:

Responsible to:

Date Reviewed: May 2021



Coventry City Council

Person Specification

Job Title:	Special cleaning team operative	Job Number:	
Service:	Building Cleaning	Post Number:	
Location:	City Wide	Grade:	3

Area	Description
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Knowledge:	<ul style="list-style-type: none"> • Sound knowledge of all cleaning practices and equipment. • Good health and safety knowledge in a building cleaning and workplace environments. • A good geographical knowledge of the city. • Knowledge of equal opportunities. • Stock and materials needed for each job and COSHH regulations.
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Skills and Abilities:	<ul style="list-style-type: none"> • Able to clean and work in a team or individually cleaning to the required standard. • Able to work unsupervised to varying deadlines. • Able to safely use, lift and move heavy equipment. • Able to bend and stretch on a regular basis. • Able to communicate face to face with customers and colleagues in a polite and courteous manner. • Able to maintain accurate records and complete the paperwork necessary for each job. • Able to deal with animal/human excrement and other bodily fluids. • Able to adhere to the City Councils Equal Opportunities Policy. • Able to drive and hold a clean driving licence. • Able to travel from site to site as and when required.
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Experience:	Cleaning experience and the use of relevant equipment is essential.
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Special Requirements:	<ul style="list-style-type: none"> • This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment. • This authority is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment ".
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Date Reviewed: Jan 2019

Updated: September 2021

