

Job Description

Position:	Cleaner
School/Service/Centre:	Facilities
Reference:	FAC-125/P
Grade:	Grade 1
Status:	Permanent
Hours:	36.25 hours per week (6.00am - 10pm – flexi-time) Monday to Friday
Responsible to:	Operation Manager – Facilities

Main Function of the Post:

To undertake cleaning duties at the University of Bolton, so that the premises are clean, tidy and presented to a high standard.

Principal Duties and Responsibilities:

1. To work in any given area as required by the University, and to undertake any and all cleaning duties deemed appropriate by the Operations Manager.
2. Collection and removal of rubbish and recycling.
3. Cleaning of hard and carpeted flooring manually or using cleaning machinery as required, must have experience in carpet cleans, polishing hard floors, especially during summer deep cleans, periodical cleans.
4. Can work with buffers, scrubber dryers, carpet cleaning machinery of all sizes.
5. Cleaning walls, paintwork, glass and windows, fixtures, fittings and furniture.
6. Cleaning of toilets, fixtures and shower areas where appropriate. Replenishment of consumables.
7. Responsibility for unlocking and locking of rooms and keys.
8. Answering queries, giving directions and providing a high level of customer service.
9. To assist colleagues in different areas as required, holiday cover / sickness.
10. To work flexible hours as required by university demands across all University sites.
11. To follow laid down University cleaning schedules following policies and procedures.
12. Undertake training as required.

13. Ensure and maintain integrity and confidentiality of data and associated data protection requirements in line with statutory and corporate requirements.
14. Ensure a safe working environment and abide by University health and safety policies and practices and to observe the University's Equal Opportunities policy and Dignity at Work policy at all times.
15. Awareness of environmental and sustainability issues and a commitment to the University's associated strategy with respect to the performance / delivery of key responsibilities of the role.

Person Specification

Position: Cleaner AG/Service/ Facilities		Reference: FAC-125/P	
Criteria		Priority (1/2)	Method of Assessment
1 Skills / Knowledge			
1 a)	Able to follow cleaning systems and procedures	Priorities 1	Application Form/Interview
1 b)	Knowledge of cleaning methods and industrial cleaning equipment	Priorities 2	Application Form/Interview
1 c)	Awareness of COSHH and Health and Safety regulations relating to cleaning substances	Priorities 2	Application Form/Interview
2 Experience			
2 a)	Experience of dealing with customers	Priorities 1	Application Form/Interview
2 b)	Experience of cleaning in a commercial or industrial environment and or cleaning classrooms	Priorities 1	Application Form/Interview
3 Personal Qualities			
3 a)	Ability to work as part of a team	Priorities 1	Interview
3 b)	Be responsible for cleaning in various areas of work under the general direction of the Operation Manager	Priorities 1	Interview
3 c)	Awareness of the requirements associated with operating within a customer service environment	Priorities 1	Interview
4 Physical Requirements			
4 a)	Able to cope with the physical demands of manual work	Priorities 1	Interview/Medical Questionnaire
5 Other			
5 a)	Willing to undertake staff development, which may take place outside the University	Priorities 1	Application Form/Interview
5 b)	Commitment to the University's policy on equal opportunities and diversity	Priorities 1	Application Form/Interview
5 c)	Good timekeeping and attendance record	Priorities 1	Application Form/Interview/References

Note:

1. **Priority 1** indicates **essential** criterion - a applicant would be unsuccessful if unable to satisfy Priority 1 criterion.
2. **Priority 2** indicates **desirable** criterion - applicants failing to satisfy a number of these are unlikely to be successful.
3. It is the responsibility of the employee to ensure any professional accreditation/membership remains current.
4. Employees are expected to have access to suitable IT equipment and broadband internet access at home to work remotely if required.