

EXETER CITY COUNCIL

Job Description

JOB TITLE	: Cleaner
GRADE	: A
POST NO	: 4434
DIRECTORATE	: Culture, Leisure & Tourism
UNIT	: Leisure
REPORTS TO	: Centre Manager
LIASION WITH	: Centre Manager, Centre Staff

PURPOSE OF JOB

To provide a very high standard of cleanliness for Exeter City Council's leisure facilities.

MAIN ACTIVITIES

- 1.** Cleaning: This will involve cleaning on a daily basis and following schedules. This includes internal areas such as floors, toilets, offices, studios, poolside (including assisting with high level cleaning when required) and outside areas such as entrance steps and walkways. Emptying bins and following ECC recycling policies is also an important part of the role.
- 2.** Using Equipment: Using designated equipment to improve cleaning efficiency including floor scrubber and buffing machines.
- 3.** Safety: Follow training plans and procedures for the safe and efficient use of equipment, cleaning products and materials.
- 4.** Security and Access: As part of the Front of House team, adhere to the leisure centre's security and access procedures as part of the role.
- 5.** To undertake any other duties which are commensurate with the role in support of Exeter's place based brand 'Exeter Live Better'.
- 6.** This role will include regular weekend working.

DATE LAST UPDATED: April 2021

Person Specification

JOB TITLE : Cleaner

GRADE : A

POST NO : 4434

SERVICE : Culture, Leisure & Tourism

UNIT : Leisure

Qualifications & Knowledge

Criteria	Essential/ Desirable (E/D)	Method of Assessment
Evidence of training to provide cleaning services to recognised standards	E	A,C,I,R
Internal cleaning activities	E	A,C,I,R
Knowledge of COSHH requirements	E	A,C,I,R
Numerate, articulate and literate	E	A,C,I,R
Knowledge of working within safety guidelines	E	A,C,I,R
Experience with, and ability to use, machine floor scrubbers, buffers and related equipment	D	A,C,I,R

Special Requirements & Skills

Criteria	Essential/ Desirable (E/D)	Method of Assessment
Willingness and ability to be trained in use of related machine cleaning equipment	E	A,I,R
An enthusiastic flexible and energetic approach, including a willingness to be flexible with hours on occasions	E	A,I,R
Responsive to direction	E	A,I,R
Ability to organise own workload and supplies, with an ability to work independently	E	A,I,R
Ability to clean at heights using ladders	E	A,I,R
Able to lift/move equipment, furniture etc.	E	A,I,R
Required to undertake work at weekends or evening when required	E	A,I,R

Criteria	Essential/ Desirable (E/D)	Method of Assessment
Hold a full UK driving license	D	A,I,R

CATEGORY: **A:** Application, **C:** Certificates, **T:** Testing, **I:** Interview, **R:** References.

DATE : April 2021