

**TOTTON & ELING TOWN COUNCIL
JOB DESCRIPTION**

JOB TITLE	Cleaner
SCP	11 - 14
LOCATION	Civic Centre
RESPONSIBLE TO	Executive & HR Manager & Facilities Officer

MAIN PURPOSE OF JOB

- To ensure that the building, furniture, furnishings and contents are kept in a clean and tidy condition and always suitable for the use of customers and staff.

KEY TASKS:

1 Carry out the following cleaning tasks at the frequencies stated:-

Floors

vacuum clean doormats	Daily
Sweep or vacuum clean tiles, pvc sheet or timber surfaces	Daily
Vacuum clean carpet and remove stains	Daily
Mop clean tiles or pvc sheet with detergent & clean water	Daily
Damp mop timber surfaces	Daily
Buff timber surfaces	Monthly
Wipe skirting with clean damp cloth	Weekly
Buff hall and entrance floors	Weekly

Furniture and fittings etc:-

Vacuum upholstery	Daily
Vacuum curtains	Fortnightly
Wipe and polish window sills	Daily
Wipe and polish desks, cupboards and shelving	Daily
Wipe tables with clean damp cloth	Daily
Empty bins and replace plastic liners	Daily
Clean inside of windows	Monthly

30/01/15

Clean mirrors	Daily
Wipe clean worktops, sink, cooker, fridge & microwave etc	Daily
Check and top up towels and toilet rolls	Daily

Sanitary fittings etc:

Clean and disinfect w.c. pan & seat, cistern, urinal & basins	Daily
Clean and disinfect toilet cubicle doors and walls	Weekly

2. All rubbish is to be put into black plastic bags and placed in the bunker outside the building daily for removal other staff.

3. Floor mops, etc. are to be thoroughly cleaned each day after use.

4. Clean water, cloths, the correct detergents and cleaning materials are to be used at all times.

5. Buckets and containers are not to be left overnight with cleaning fluids etc. inside.

6. Report all repairs and damage found to the Office Management immediately.

7. Order fresh supplies of cleaning stocks from the Office Management when required.

8. Lock-up and un-lock the buildings and check buildings are secure.

9. Take part in the Council's appraisal scheme, assess own training needs and make recommendations to the Administrative Officer.

10. Any other reasonable and relevant tasks as required.

SKILLS KNOWLEDGE AND EXPERIENCE:

The postholder is required to have the appropriate range of skills, knowledge and experience to ensure that the job purpose and key tasks are able to be performed to the required standards in a competent, safe, efficient and effective manner at all times. The postholder will be required to attend relevant training course as deemed necessary by the Office Management.