

**LINCOLN COLLEGE
CORPORATE SUPPORT SOLUTIONS LTD**

JOB DESCRIPTION

Post Title:	Cleaning Operative	Grade:	CSS Scale 2
Post Numbers:	CS0709P	Date:	November 2019
Line Manager:	Site Supervisor	Directorate:	Facilities Unit
Daily Supervision:	Cleaning Team Supervisor	Unit/School:	Facilities Unit

Job Purpose:

The work of the postholder is to undertake cleaning of Lincoln College.

Principal Duties and Responsibilities:

1. Clean designated area (dusting, sweeping, vacuuming, mopping, cleaning ceiling vents and other tasks set out in cleaning folders) which may be subject to change dependent upon the needs of the College.
2. Carry out heavy cleaning tasks and special projects.
3. Notify management of occurring deficiencies or needs for repairs.
4. Ensure cleaning standards are maintained in accordance with the College's Cleaning Manual.
5. To assist the Cleaning Team Supervisor in organising materials, movement of equipment and stock control.
6. Responsibility for the implementation of the College's Equal Opportunities policy throughout all personal contacts in the College.
7. Maintain professional standards and expertise by undertaking relevant professional development.
8. Conform with the Health and Safety and security requirements relevant to the post.
9. Responsible for the safeguarding and promoting the welfare of children wherever applicable within the role of Cleaner.
10. Carry out instructions from the Facilities Officer and the Senior Site Supervisor as required.

NB: This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.

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PERSON SPECIFICATION FORM

Post Title: Cleaning Operative

Grade: CSS Scale 2

Post No: CS0702P

Date: November 2019

Directorate: Corporate Support Solutions

Unit/School: Facilities Unit

No.	Requirement	Proposed Selection Method *
Knowledge		
1	Good general education	A/I
2	Knowledge of the existence of COSHH Regulations	A/I
Skills/Abilities – Interpersonal		
3	The ability to work in a non discriminatory manner	A/I
4	The ability to communicate effectively	A/I
5	The ability to contribute and work as part of a team	A/I
6	The ability to work on ones own initiative	A/I
Experience		
7	Practical cleaning experience	A/I
8	Recent commercial cleaning experience - desirable	A/I
Work Related Circumstances		
9	The ability and willingness to undertake relevant staff development	A/I
Skills/Abilities – Other		
10	The ability to learn to use relevant floor cleaning machines	A/I
11	The ability to work and clean in a variety of changing environments	A/I
12	The ability and willingness to work flexibly	A/I
13	Responsibility for safeguarding and promoting the welfare of children wherever applicable	A/I

Prepared By: Josh Desforges

Date: October 2019

Designation: Site Supervisor

*** A = Application Form**

I = Interview

T = Test