



JOB DESCRIPTION

Department: Weyco Services - Cleaning

Job Title: PM Shift

Reporting to: Cleaning Supervisor

1. PURPOSE OF THE ROLE:

To carry out cleaning duties as directed in a safe and professional manner. Staff will be expected to undergo specific cleaning tasks and to promote a positive image of the College at all times.

2. DUTIES AND RESPONSIBILITIES:

- a) To undertake the cleaning of buildings, offices, toilets and other areas as directed to the frequencies and standards specified in a quiet safe responsible manner.
- b) To report any defects or breakage found in the premises, including furniture, fittings, materials and equipment to the Cleaning Supervisor or Estates Team Leader as soon as possible.
- c) To collect any refuse or recycling within the College areas and administer to the waste skips found in various locations on site.
- d) To carry out litter picking of the College grounds and perimeter (internal & external).
- e) To notify the Supervisor or Estates Team Leader of any operational problems such as locked doors, occupied rooms, vandalism, defects and any extra work requested by College staff.
- f) To ensure frontage of buildings and entrances are kept clean and swept on a regularly basis.
- g) To ensure hygiene maintenance of all floors / walls within specified areas are complied with.
- h) Assist with any removal of graffiti from walls and doors.
- i) To carry out deep cleaning during College holiday periods.
- j) To assist in any cleaning of remote College locations if required.

- k) To clean windows within the recommended limits.
- l) To respond to emergencies relating to premises, plant and facilities.
- m) To promote good customer relations and compliance with all statutory provisions and company policies relating to employment. In particular, all staff must comply with the College's Health & Safety Policy.
- n) To carry out other duties, within the competence of the post holder that may be required, reasonably, from time to time.
- o) Take responsibility for own job-related and personal development.
- p) Use available resources efficiently and effectively.
- q) Apply Health & Safety related good working practice.
- r) Attend and contribute to Team meetings as and when requested.
- s) Comply with College policies including Equality & Diversity.
- t) Participate in any relevant in-service training.
- u) Undertake appropriate personal and professional development activities.
- v) Be responsible for promoting and safeguarding the welfare of children and young persons who you are responsible for or come into contact with.

Note: This Job Description sets out the main responsibilities for the post but is not intended to be an exhaustive list. Specific duties may change from time to time without changing the general nature of the post and the postholder is expected to be flexible in the range of responsibilities they undertake.

3. PERSON SPECIFICATION

Qualifications	Essential Please tick ✓	Desirable Please tick ✓
Cleaning qualification		✓
GCSE English and Maths at grades A*-C or Level 2 equivalent		✓
Experience		
Cleaning Experience	✓	
Skills and Abilities		
Ability to operate buffer/cleaning equipment		✓
Knowledge of Health & Safety		✓
Personal Qualities		
High quality standards	✓	
Full Driving Licence		✓

Signed by Postholder

Date