

LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

Designation:	Cleaning Operative	Grade:	
		Grade:	Scale 2
Reports to (Designation):	Cleaning Supervisor	Grade:	
		Grade:	Scale 5
Directorate:	Corporate Resources		
Section:	Soft Services - Facilities Management		

Main Purpose of the job:

To provide a Borough wide cleaning service for Lewisham Councils buildings and grounds as allocated by the Facilities Management cleaning management team.

Summary of Responsibilities and Personal Duties:

To undertake clean duties in line with site requirements, task schedules and as directed by the Facilities Management supervisory/management team. To ensure a good level of cleaning is undertaken and in line with the Council's commitment to health and safety in the workplace.

Main duties:

To undertake planned and reactive cleaning tasks including but not limited to

- Dusting, sweeping, vacuuming, and mopping surfaces
- Refilling, replenishing cleaning supplies and toiletries within toilets and Kitchens (hand wash, toilet paper, paper towels etc)
- Toilet and sanitary cleaning
- Cleaning desks, kitchens, and Kitchen equipment
- Emptying bins
- Cleaning doors, door frames, skirting board surfaces and similar building fabric
- Carry out disinfection and deep cleans
- Internal and external window cleaning (which can be reach without the aid of a ladder, tall steps)
- Carry out minor maintenance tasks such as unclogging sinks, toilets
- Report all defects to their supervisor within toilets, cleaners storerooms and similar spaces including but not limited to (Lights, taps, soap dispensers, handtowels, hand dryer and toilet roll dispensers not working, blocked sinks and toilets, broken or dislodged toilet seats, taps and sink plugs not working or missing.
- To undertake reactive tasks such as spillages including placing temporary warning signage
- Clean all flooring using a vacuum cleaner, broom or mop,
- Clean Workstations, bookcases, shelves, cabinets, tables, plaques, and clocks.

Health and Safety:

To ensure that colour coding is in place for all equipment and materials used in cleaning toilets, and none are ever used outside of this area

To safely use correct signs, protective clothing and safety equipment, being aware of hazards to other staff and visitors

Use all the equipment and materials with due regard to the health and safety requirements necessary with electrical equipment and hazardous chemicals

Report all issues and defects such as but not limited to stock, chemicals, broken toilet, brushes, lighting, door handles, mirror cracks and anything that may hamper your clean to working supervisor

Report all equipment defects to Cleaning Supervisor

Undertake all duties in line with the policies of the Council, especially those surrounding equality of opportunity and raising achievement.

Carry out all tasks identified by working supervisor in conjunction to cleaning.

Report immediately any defects to equipment, furniture and fittings, or any areas that can affect cleaning to the Cleaning Supervisor

All employees are required to;

- Participate in appraisals and to undertake appropriate training and development identified to enhance their work.
- Carry out the duties of the post with due regard to the Council's Dignity at Work Policy and core values.
- All employees are required to comply with the Council's Health & Safety policies and procedures at all times, taking due care for themselves, colleagues and members of the public.
- Assist in carrying out the Council's environmental policy within the day to day activities of the post.
- Undertake other duties, commensurate with the grade, as may reasonably be required.
- Treat all information acquired through employment, both formally and informally, in strict confidence.

Internal Contacts: These include elected members and colleagues at all levels from CEO downward.

External Contacts: These will include contractors, suppliers and external stakeholders.

To carry out the duties of the post with due regard to the Council's relevant codes of conduct and procedures.

Undertake other duties, commensurate with the grade, as may reasonably be required.

Consideration will be given to restructuring the duties of this post for a disabled postholder.

THIS JOB DESCRIPTION MAY NEED TO BE AMENDED BY THE DIRECTORATE TO MEET THE CHANGING NEEDS OF THE SERVICE.

Number of fully managed staff: 0

Title:	Cleaning Operative	Grade	No of posts
--------	--------------------	-------	-------------

Number of partially managed staff: 0

PERSON SPECIFICATION

JOB TITLE: Cleaning Operative

POST NO:

DEPARTMENT:

GRADE: Scale 2

Note to Candidates

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting.

Please ensure that Equality and Diversity issues are addressed specifically in relation to the role for which you are applying when addressing the requirements of this person specification where appropriate.

If you are a disabled person, but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

Equality & Diversity

Awareness of and a commitment to Equality of Access and Opportunity in a diverse community. **S**
Understanding of how equality and diversity relates to this post. **S**

Knowledge

An awareness in relation to commercial cleaning of office buildings.

An awareness of Health and Safety issues in the context of cleaning and commercial office building.

Aptitude

Able to work flexibly, as and when the need arises. **S**

Skills

Routine cleaning skills.

Deep Cleans skills.

Experience

Of cleaning business premises.

Of working as part of a team.

General Education

Basic literacy and a willingness to undertake training in cleaning techniques and health and safety issues **S**.

Personal Qualities

Reliability and conscientiousness. **S**

Team player qualities

Positive and approachable manner

Able to communicate effectively.

High level of attention to detail

Adaptability to change and willingness to embrace new ideas and processes

Ability to work unsupervised and deliver quality work **S**

Circumstances

Able to work with flexibility, to ensure service delivery.

Ability to travel to sites and locations across the borough

S

DBS Disclosure Required? **No** **Basic** **Enhanced**

(Tick as appropriate – guidance available from your HR Advisor)

Physical

Generally candidates must meet the standard Lewisham requirements for the post
Physical abilities, including being able to work on your feet for long periods of time The job will involve lifting, reaching and bending.