

LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

Designation: Cleaning Relief Operative Grade: Scale 3

Reports to (Designation): Cleaning Supervisor 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. To provide short term cleaning cover in the absence of static cleaners.

Summary of Responsibilities and Personal Duties:

To provide relief and static cleaning 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. To travel independently across the borough of Lewisham.

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
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Number of partially managed staff: 0

Adaptability to change and willingness to embrace new ideas and processes
Ability to work unsupervised and deliver quality work

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Circumstances

Able to work with flexibility, to ensure service delivery.
Ability to travel to sites and locations across the borough

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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.