

JOB DESCRIPTION
Part-time Cleaner
Vacancy Ref: M132

Job Title:	Part-time Cleaner	Present Grade: 1
Department/College:	Facilities – Service Delivery	
Directly responsible to:	Cleaning Supervisors / Facilities Managers	
Supervisory responsibility for:	N/A	
Other contacts		
Internal: University staff and students		
External: Visitors, conference delegates		
Context		
Facilities are responsible for providing all property services on behalf of the University, including construction of major new buildings, cleaning, maintenance and general upkeep of the estate.		
Purpose of the job		
Accountable to the Facilities Supervisors and Managers, ensuring the University is cleaned to the highest standard whilst delivering excellent customer service and complying with health and safety requirements.		
Major Duties:		
<div><div>1.</div><div>Cleaning of all University residential, academic and teaching areas in accordance with the cleaning schedules.<div>On a daily basis: kitchens, toilets, showers, baths, communal areas, rubbish removal / recycling from all areas. On a weekly basis: corridors, stairs and adjacent landings. On a monthly basis: departmental rooms / offices.</div></div></div>		
<div><div>2.</div><div>Assisting in the linen room with receipt of soiled linen and distribution of clean linen.</div></div>		
<div><div>3.</div><div>Maintaining sluice/store areas in a clean and tidy state; cleaning and checking equipment (weekly).</div></div>		
<div><div>4.</div><div>During conference letting: daily routining or cleaning of conference bedrooms and communal areas. Deep cleaning at certain times of year within different areas of the University in accordance with deep cleaning schedules.</div></div>		
<div><div>5.</div><div>Ensuring that standards of work and duties performed are carried out to the highest standard and done in accordance with University policies and procedures, with due regard to COSHH and Health and Safety Regulations.</div></div>		
<div><div>6.</div><div>Working within the Service Delivery team, providing cover for one another as and when required.</div></div>		

7. Promptly reporting any maintenance issues, internally or externally, through the appropriate channels.
8. All work to be carried out with a customer focused attitude, providing excellent customer service / care with a proactive work ethic.
9. Must have a flexible approach to working between academic and residence areas when required.
10. Any other duties appropriate to the post, as may be required by the Facilities Manager or nominated representative.