CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL
JOB PROFILE

DEPARTMENT: Corporate Resources	**SERVICE GROUP: Facilities Management**
POST TITLE: Cleaning Assistant	**REPORTS TO: Michael Preston**
GRADE: Band 1/2	**SAP POSITION NUMBER :**

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

As a candidate you will be expected to demonstrate your ability to meet the special knowledge, experience and qualifications required for the role by providing evidence in the application form for the purpose of shortlisting. Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column of this section.

The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

Both sets of competencies will be used at interview stage and will not be used for short listing purposes.

Key Purpose of Post:

The post holder carries out a range of cleaning duties individually, or as part of a team, in accordance with the quality procedures, work instructions and risk assessments provided in respect of COSHH and Safe Methods of Working.

Efficiently and effectively provides a high standard of cleaning that meets customer expectations.

Provides a positive contribution to the cleaning service provided by Facilities Management by ensuring customer satisfaction is high, whilst meeting local productivity targets and the organisation's sickness absence targets.

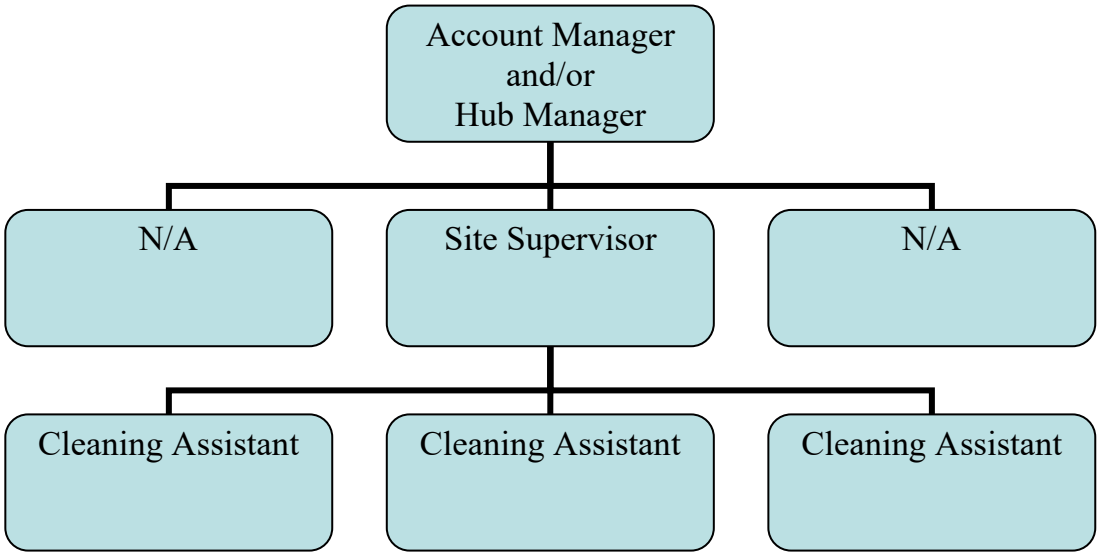
Main Responsibilities of Post:

- Adheres to operational procedures and ensure high standards of Cleaning and Safe Wo Practices are maintained at all times.
- Each type of cleaning activity is carried out in compliance to procedure, task card and COSHH risk assessment. Correct materials, equipment, PPE and methods are used for each task.
- Responsible for the safety of oneself, other work colleagues and customers as

required under Health & Safety legislation and the Facilities Management operating procedures.

- Responsible for the care, safety and cleanliness of equipment used: and for the safe use and storage of cleaning materials.
- Works to achieve scheduled cleaning tasks, use own initiative in deciding the best cleaning routine appropriate for the day due to room uses/weather/changes in customer activity etc.
- Responds positively to any reasonable customer requests in respect of cleaning. (Taking advice from Line Management if appropriate)
- Ensures that any designated cleaning store rooms and chemical store rooms (or cupboards) are kept clean and tidy at all times.
- Ensures safety cones/signs are in use when floors are wet, damp or slippery.
- Ensures work areas are free from slip and trip hazards.
- Clean and smart in appearance with good standards of personal hygiene.
- Courteous and respectful to customers and work colleagues at all times.
- Able to work to deadlines, with precision and speed as appropriate to complete tasks to pre-set times.
- To make every effort to remain fit and healthy so that attendance at work is maximised.

Structure :



Special Knowledge Requirement. Will be used for shortlisting.

Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column.

	Essential
Ability to read and understand written instructions such as procedures, COSHH information, Health & Safety information and Fire Safety information. (Must demonstrate the basic numeracy and literacy required to fulfil the role)	**x**
Able to work as part of a team, with a hard working, positive and helpful disposition.	**x**
Customer focussed, pleasant disposition when dealing with customers and colleagues, with a positive "can do" attitude.	**x**
Familiar with a range of simple cleaning tasks, cleaning methods, cleaning equipment and the safe use of chemicals.	**x**
Relevant experience requirement: Will be used for shortlisting.	
Experience in the cleaning industry or in a similar role.	
Relevant professional qualifications requirement. Will be used for shortlisting.	
Core Employee competencies to be used at the interview stage.	
Carries Out Performance Management	
Covers the employee's capacity to manage their workload and carry out a number of specific tasks accurately and to a high standard.	
Communicates Effectively	
Covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships; giving advice and guidance; counselling, negotiating and persuading and handling private, confidential and sensitive information**.**	
Carries Out Effective Decision Making	
Covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self effectiveness and any requirements to quality check work.	
Undertakes structured Problem Solving Activity	
Covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking; developing practical solutions; applying problem solving strategies and managing interpersonal relationships.	
Operates With Dignity and Respect	
Covers promoting equality, treating all people fairly and with dignity and respect, maintains impartiality/fairness with all people, is aware of the barriers people face.	
Working Conditions:	
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions.	
Special Conditions:	

You will be informed if there is a requirement for the post to have recruitment checks such as DBS, Warner Process.
DBS Enhanced Check required.
• Full participation in ongoing Personnel Development as required by the service.
• Flexible in work location, willing to work in any location within a two mile radius, sometimes at short notice.
• No work related issues or pictures to be raised in social media

Compiled by: **Paul Charity** **Date: July 2015**	**Grade Assessment** **Date:**	**Post Grade:** **Band 1/2**