

**University of Derby Job Description**

# **Job Summary**

## **Job Title**

Cleaner in Charge

## **College/Department**

Estates

## **Location**

Kedleston Road, Derby, DE22 1GB/Derby Sites

## **Job Reference Number**

0064-22-R2

## **Salary**

£17,961 to £19,015 per annum

## **Reports To**

Cleaning Supervisor

## **Line Management Responsibility**

Yes

# **Job Description and Person Specification**

## **Role Summary**

To oversee the day-to-day supervision of a team of cleaners, ensuring we deliver a first-class; customer orientated cleaning service based on our Derby sites. H&S and COSHH management tasks included in this role.

## **Principal Accountabilities**

1. Responsible for issuing of keys/opening up for cleaners.
2. Responsible for the signing in/out of all staff each day.
3. Responsible for organising and supervising daily work of cleaning staff.
4. Take responsibility for the direction, efficient performance, quality and discipline of employees directly under their authority.
5. To report daily any damage or repairs to the Cleaning Supervisor.
6. Provide cover during sickness/absence.
7. Sweeping floors with brushes or impregnated mop sweepers.
8. Mopping with wet or damp mops.
9. Vacuuming carpeted areas and "spot" cleaning carpets.
10. Polishing and sealing floors.
11. To use electrically powered machines.
12. To dust, wipe, wash or polish as necessary - furniture, ledges, windowsills, work surfaces, (external surfaces of) cupboards, shelves and fitments.
13. To replenish consumable items (soap, toilet rolls).
14. To clean toilets, showers, baths, hand basins, sinks cookers and microwaves.
15. To use such chemical agents as directed by the Cleaning Supervisor.
16. To undertake wall washing or inside windowpane cleaning to a height of no greater than body height plus an arm's extension from floor level.
17. Carry out other duties as may from time to time be required as appropriate to the post.

## **Person Specification**

### **Essential Criteria**

#### Qualifications

* Health & Safety qualification IOSH or NEBOSH

#### Experience

* Proven experience of staff supervision
* Experienced in cleaning large organisations with diverse surfaces

#### Skills, knowledge and abilities

* Computer literate
* Ability to supervise and discipline a large group of cleaners
* Ability to carry out quality checks on your teams' work to the schedule and required standard
* Excellent communicator
* Co-operative with excellent organisational skills
* Ability to work on own initiative

**Business Requirements**

* Be available for overtime as required

### **Desirable Criteria**

#### Qualifications

* NVQ 2 in Cleaning or equivalent
* Supervisory qualification

# **Benefits**

As well as competitive pay scales, we offer generous holiday entitlement. We also offer opportunities for further salary progression based on performance, and the opportunity to join a contributory pension scheme.

The University of Derby is committed to promoting equality, diversity and inclusion. However you identify, we actively celebrate the knowledge, experience and talents each person brings

For more information on the benefits of working at the University of Derby go to [the Benefit pages of our website.](https://jobs.derby.ac.uk/display.aspx?id=1912&pid=0&tabId=230)