

**Buxton and Leek College ( part of University of Derby )**

**Job Description**

# **Job Summary**

## **Job Title**

Cleaner

## **College/Department**

Estates

## **Location**

Buxton and Leek buildings

## **Job Reference Number**

0321-22

## **Salary**

£18,278 per annum pro rata

## **Reports To**

Cleaning in Charge

## **Line Management Responsibility**

No

# **Job Description and Person Specification**

**Role Summary**

To provide an efficient and effective cleaning service to the University.

**Principal Accountabilities**

1. Empty waste bins or similar receptacles and remove rubbish to appropriate refuse area
2. Sweep floors with brushes or mop sweepers
3. Mop with wet or damp mops
4. Vacuum carpeted areas and spot clean carpets
5. Strip, seal, and polish floors
6. Use electrically powered scrubbing and polishing machines, wet pick-up machines and carpet cleaning machines after adequate training
7. Dust wipe, wash, or polish as necessary – furniture, ledges, black- boards and white boards, windowsills, external surfaces of cupboards, shelves and fitments
8. Replenish  consumable items ( soap, toilet paper, paper towels )
9. Clean toilets, urinals, hand basins, sinks, showers, and baths
10. Undertake wall washing, partition glass and inside windowpane cleaning when required
11. Use such chemical agents as directed by the Cleaning Manager/Cleaning Supervisor, after adequate training has been given
12. Clean work surfaces and exterior of kitchen equipment in Kitchens
13. Carry out other duties as may from time to time be required as appropriate to the post
14. To comply with the requirements of Health and Safety, other relevant legislation, and University documentation
15. To understand and comply with the University’s Equal opportunities’ Policy

**Person Specification**

**Essential Criteria**

**Experience**

* Experience of working without direct supervision
* Ability to work on own initiative or as part of a team
* Ability to follow oral and written instructions
* Ability to perform consistently to a high standard with an attention to detail
* Effective communication skills
* Ability to perform consistently to a high standard with attention to detail
* Co-operative, innovative and a pro-active team player; ready to make an impact within the Estates team
* Flexible and able to work unsocial hours and holiday periods if required.

**Desirable Criteria**

**Qualifications**

*•* NVQ Level 1 in Cleaning (or equivalent qualification) or recent and substantial comparable work experience

**Experience**

* Previous cleaning experience in cleaning industry
* Experience of working with heavy duty industrial cleaning equipment

# **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)