

JOB DESCRIPTION

Job Title:	Cleaner
Service:	Cambridgeshire Catering and Cleaning Services (CCS) Children Families and Adults Services
Reports to:	Caretaker / Site Supervisor / Cleaning Services Manager

Job Purpose
To work individually or as part of a team in the provision of a cleaning services within an establishment ensuring a high standard of quality, customer satisfaction and contract retention. To comply with set procedures set out in the quality assurance system.

Principle Accountabilities	
Carry out the cleaning operation within any allocated part of the building or buildings, contributing to the high standards of cleaning provision and compliance with CCS procedures and all legislative requirements.	50%
Undertake any work that falls within the range of a cleaning operation which includes dusting, emptying litter bins, picking up litter, sweeping, washing, using chemicals, vacuum cleaning, scrubbing, buffing, polishing, toilet cleaning, shampooing etc.	40%
Take due care of any materials or equipment assigned to you. Report any faults to equipment as appropriate.	10%

PERSON SPECIFICATION

Job Title:	Cleaner
Service:	Cambridgeshire Catering and Cleaning Services (CCS) Children Families and Adults Services
Reports to:	Caretaker / Site Supervisor / Cleaning Services Manager

Education, Qualifications and Training	
Essential:	
<ul style="list-style-type: none"> ▪ None 	

Knowledge and Experience	
Essential:	Desirable:
<ul style="list-style-type: none"> ▪ Literate (i.e. read and understand instructions) 	<ul style="list-style-type: none"> ▪ Awareness of requirements within a cleaning operation (e.g. health and safety)

Skills and Attributes	
Essential:	Desirable:
<ul style="list-style-type: none"> ▪ Ability to work well as part of a team ▪ Able to take and follow instructions 	

Special Requirements	
Essential:	Desirable:
	<ul style="list-style-type: none"> ▪ Customer focused