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| **Job title Cleaner** | |  |
| **Team** | |  | |
| **Date prepared/ Revised by** | | 07/07/2008 | |
| **Post accountable to** | | HLWC Operations Manager | |
| **Post directly responsible for employees (number of workers)** | | Direct supervision: 0  Indirect supervision: 0 | |
| **Main purpose** | | |
| Works under the Operations Manager/Assistant Manager and Duty Operations Manager at the HLWC. As a team member ensures that the building is cleaned and maintained to the high standards contained in the cleaning specification on a daily basis. | | |
| **Key contacts** | | |
| **Internal Operations Manager** |  | |
| **External None** |  | |
| **Main accountabilities** | | |
| Health and Safety  COSHH  Operational Duties  Customer Care  Team Work | | |
| **Standard accountability statements** | | |
| **Health and safety** | You are required to comply with Brimhams Active Ltd’s Health and Safety Policy and to take such steps as are reasonably practicable for your own health and safety and that of your colleagues at work and those affected by your work. You must comply with your safety responsibilities and must co-operate with management in all respects for the full implementation of Brimhams Active Ltd’s Health and Safety Policy. Your safety responsibilities are shown on the Health, Safety Responsibility Statement (HSRS) issued with your contract of employment. | |
| **Equality and diversity** | The post holder must adhere to all policies and procedures relating to equality and diversity in the workplace and provision of services. | |
| **Learning and personal development** | The post holder has a personal responsibility for his or her own learning and development, and will maintain up to date records of achievement and attendance as required. The post holder must undertake the learning and training identified in the job skills matrix, and other relevant training that is identified and agreed with their manager. | |
| **Data security** | Brimhams Active Ltd staff must, at all times, maintain personal responsibility for the safe and secure movement of data within, into and out of the company. | |
| **Safeguarding policy and procedures** | The post holder will adhere to all Brimhams Active Ltd Safeguarding policies and procedures. | |
| **Main duties and responsibilities** | | |
| All equipment must be kept in a secure area and stored correctly with no cleaning chemicals or equipment left unattended at any time.  Operates (following initial training) a range of cleaning machines including rotary scrubbing machines.  Ensures that correct cleaning products are used in accordance of the codes of practice for cleaning and COSHH regulations  Is responsible for ensuring equipment (Vacuum Cleaners and Power Wash etc) is kept clean and operationally safe to use.  Ensures that all rubbish (waste) bins are emptied in the bin store as necessary.  Must wear the correct uniform provided and keep it clean and presentable.  Attends to “spot” cleaning of various areas outside of the normal allocated areas as and when required under the direction of the management team.  Maintains awareness of all the customers in the building and displays high levels of customer care and professionalism when cleaning in areas where customers are present.  As part of a team is responsible for maintaining allocated areas to the high standard of the cleaning specification.  Will liaise effectively with the other members of the HLWC team (Lifeguards, Receptionists, Catering Staff, Fitness Staff, and office staff) in the carrying out of cleaning duties in specific areas.  There will be a team of 3-6 cleaners who will work effectively together as a successful effective unit, providing cover for each other where necessary in instances of sickness and holidays. The HLWC is the councils “flag ship” leisure facility and the way in which the facility is maintained and presented is vital to the overall success of the operation and the cleaning team will be a major factor in achieving this. | | |