

Post title:	Cleaner
Grade:	AB
Responsible to:	Supervisor/Line Manager
Staff managed:	None
Directorate:	Central Services
Service:	Property, Procurement and Commercial
Job family:	OS - Operational Support
Date of issue:	June 2023

Job context

- North Yorkshire Council is responsible for the cleaning of all of its buildings. The post holder is required to carry out cleaning duties within allocated timescales and to take a flexible approach in order to meet the needs of the service and building user requirements.
- Duties will include (but not exhaustive)
 - General dusting of furniture, fixings and fittings
 - Cleaning of sanitary fittings
 - Dust control mopping/sweeping of floors
 - Damp/wet mopping floors
 - Vacuuming floors
 - Polishing floors using electrical buffing machine
 - Scrubbing floors using electrical scrubbing machine
 - Polishing furniture, cleaning internal glass
 - Specialist cleaning (e.g., stripping & sealing of floors)

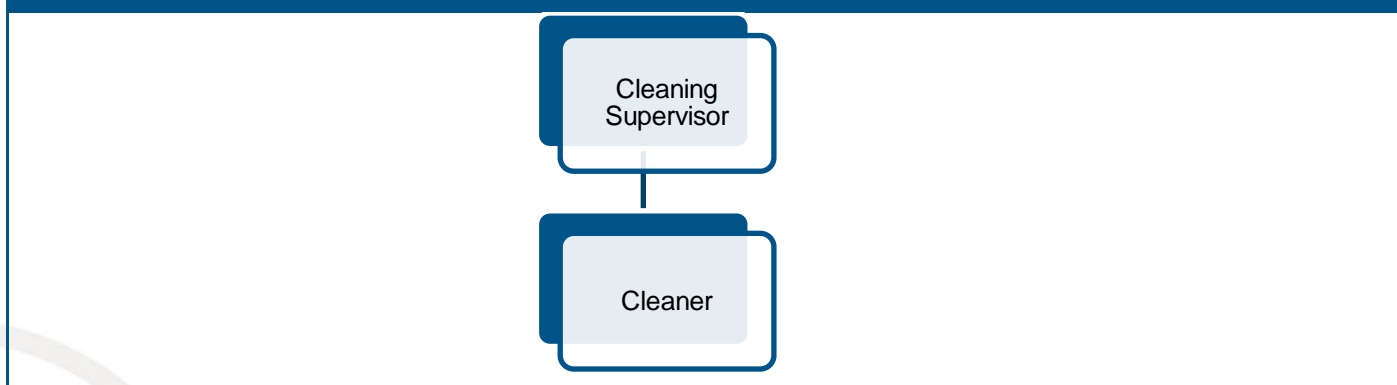
Job Purpose:	The core focus of this job is to provide a high quality, effective cleaning service to ensure a clean and hygienic environment of areas that have been identified by the Supervisor/Line Manager.
Operational management:	<ul style="list-style-type: none"> • To carry out cleaning duties within allocated timescales, taking a flexible approach in order to meet the service requirements. • To clean areas identified to the required standard as directed by the Supervisor/Line Manager • Ensure that equipment provided is used appropriately and in accordance with instructions to clean to meet standards. • Ensure that all cleaning chemicals are used in accordance with instructions and stored appropriately
Communications:	<ul style="list-style-type: none"> • Liaise with Supervisor/Line Manager to gain full instructions of cleaning requirements and inform of any stock needs.
Systems and information:	<ul style="list-style-type: none"> • Complete appropriate documentation to ensure cleaning records are kept up to date.

Person Specification:	
Essential	Desirable
Knowledge and Experience <ul style="list-style-type: none"> Experience of cleaning 	<ul style="list-style-type: none"> Awareness of Health & Safety. Knowledge of risk assessments. Experience of working as part of a team. Experience in a similar role.
Occupational Skills	<ul style="list-style-type: none"> Ability to work on own initiative
Behaviours link	
Other Requirements <ul style="list-style-type: none"> Self-motivated Flexible approach 	

Career progression:

- At NYC we value our employees, and as part of this we can provide wider opportunities to progress in your career. Through discussion with your manager identify areas of interest and consider avenues to progress to them, e.g., apprenticeships and work shadowing/coaching.
- As a large council we have a range of roles, across our services, and can provide a wealth of career and development opportunities to help our employees find fulfilling career development opportunities.

Structure



NB – Assessment criteria for recruitment will be notified separately.

Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.