

Morning and Evening Cleaner – Domestic Services

Job Ref:REQ16849

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Furnishing and Domestic Services provides a range of essential services which contribute towards creating a secure and clean environment for work and study.

Job Description

Job Grade: Operational Services Grade 1

Morning Cleaners – 6.00am – 10.00am Monday to Friday

Job Purpose

To undertake all Domestic Cleaning Services in relation to academic and support buildings.

Job Duties

- To clean office areas, corridors, foyers, toilets, and other areas indicated by the Cleaning Supervisor in charge of the building.
- To implement cleaning procedures as laid down by the Domestic Services Manager for the cleaning of specific areas, eg. foyers, toilets, offices, etc, and for the efficient and economic use of cleaning materials.
- Ensure that cleaning equipment is used in the correct manner according to its functions and that equipment is maintained in a safe condition by the reporting of defects to the Cleaning Supervisor, as soon as possible.
- Assist in the general safety and security of buildings by reporting immediately to the Cleaning Supervisor with any hazards, issues or defects encountered during their cleaning operations. For example, failed electric light bulbs, slippery floors/stairs, broken locks on doors, etc.
- In order to execute your duties you will be required to collect the necessary keys for your work areas from the Cleaning Supervisor and ensure they are then returned at the end of your shift.
- You will be required to work in any part of the campus at the discretion of the Domestic Services Manager.
- To carry out such other related duties as may be required from time to time by the Cleaning Supervisor in connection with the Maintenance team.

Training

- As part of the University's commitment to training, you will be required to undertake mandatory training, i.e. Manual handling and Diversity in the workplace. In order to assist your performance, you will also be required to undertake periodic domestic training to complete your tasks to an exceptional standard.

Health & Safety

- To understand and implement Health and Safety policies and requirements for yourself and others, commensurate with your level of responsibility within the department to enable you to discharge your duties and responsibilities safely.

Points To Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Special Conditions

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

Organisational Responsibility

Reports to the Furnishing and Domestic Service Manager and Assistant Manager Domestic Services.

Person Specification

Your application will be reviewed with respect to meeting the essential and desirable criteria listed below. Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

Essential Criteria

Area	Criteria	Stage
Skills and abilities	Ability to carry out all duties and responsibilities of this post, including the cleaning of office areas, corridors, foyers, toilets, etc.	1,3
	Ability to work as part of a team and to collaborate with others.	1,3
	Ability to communicate with colleagues, managers, students, and other guests as required	1,3
Training	Ability to follow correct and safe working practices in use of equipment.	3
	A willingness to undertake further training as appropriate and to adopt new procedures as and when required.	3
Other	Commitment to observing the University's Equal Opportunities policy at all times.	3

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of commercial cleaning e.g. offices, hotels or similar environment	1,3

Conditions of Service

The position is PART TIME and OPEN-ENDED. Salary will be on Operational Services Grade 1, (£7.44 per hour plus living wage supplement) per annum, at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Operational and Administrative staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements.

We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see

<http://www.lboro.ac.uk/services/hr/athena-swan/>

Informal Enquiries

Informal enquiries should be made to **Sarah Gorey, Design & Domestic Services Manager** by email at: S.A.Gorey@lboro.ac.uk or by telephone on **01509 222103**

Applications

The closing date for receipt of applications is Sunday 11th December 2016. Interviews will be held on Friday 16th December 2016