Department of Estates & Facilities Management

# Job Title: Cleaner

## Job Ref: REQ260815

**Department summary:**

The Estates and Facilities Management team at Loughborough University is central to creating the world-class campus experience for which the University is known. We are a large and diverse team made up of Catering, Residential, Domestic, Projects, Operations, Maintenance, Engineering, Sustainability and Space teams. Together, we manage and develop one of the UK's largest single-site campuses, ensuring that its buildings, grounds, infrastructure and support services are sustainable, stylish and set up for success. We work collaboratively to support our students, colleagues and partners, helping to shape the exceptional campus environment we are consistently recognised and awarded for. Above all, we take pride in creating a welcoming, vibrant and authentic workplace where everyone can thrive and we welcome likeminded individuals to join us and be part of our future.

## Job Description

**Job Family and Grade:** Operational Services Grade 1

**Job Purpose**

To undertake all domestic cleaning services in relation to academic and support buildings

**Job Duties**

- Clean office areas, corridors, foyers, toilets, and other areas indicated by the Cleaning Supervisor in charge of the building
- Implement cleaning procedures as laid down by the Furniture & 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 cleaning operations. For example, failed electric light bulbs, slippery floors/stairs, broken locks on doors, etc.
- In order to execute duties, will be required to collect the necessary keys for work areas from the Cleaning Supervisor and ensure they are then returned at the end of the shift
- Required to work in any part of the campus at the discretion of the Furniture & Domestic Services Manager
- Carry out such other related duties as may be required from time to time by the Cleaning Supervisor in connection with the Maintenance team.

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**Training**

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

**Health & Safety**

- 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 outlined in the document.

Flexibility in start/finish times may be required depending on the needs of the business. Employment is on a 5 over 7 basis and will therefore occasionally include working at weekends as and when required.

**Organisational Responsibility**

Reports to the: Cleaning Supervisor & Furniture & Domestic Services Manager

## Person Specification

Your application will be assessed based on the essential and desirable criteria listed below.

Applicants are strongly encouraged to explicitly demonstrate how they meet each essential (and desirable) criteria at the application stage. The criteria that you need to demonstrate in your application will be listed as Stage 1 in the table below.

Stages of assessment are as follows:

1 – Criteria measured within the Application
2 – Criteria measured at Test/Assessment Centre/Presentation
3 - Criteria measured at 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 | Demonstrate an ability to behave in a way that adheres to equitable and inclusive working practices, while respecting diversity of thought and supporting freedom of speech and expression. | 1, 3 |

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**Desirable Criteria:**

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

## Conditions of Service

The appointment will be subject to the University's Terms and Conditions of Employment relevant to the job grade.

## Shared University Responsibilities

As a member of the Loughborough community, you are expected to:

- Take reasonable care of yourself, others and the environment, and to prevent harm by your acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Sustainability Policies & Procedures.
- Support and contribute to the University's commitment to Equity, Diversity, and Inclusion (EDI), while carrying out all duties in a way that respects these principles and upholds the right to free expression. Further information about EDI at Loughborough and our strategic aims is available on our website.

## Our Purpose, Vision, and Values

Our purpose, Vision and Values underpin all that we do and shape how we work together at Loughborough.

We're proud to promote our values: **Adventurous**, **Collaborative**, **Creative**, **Authentic** and **Responsible**. Our people bring these values to life every day, and they are central to the positive and supportive culture that makes Loughborough unique.

If you join us, you'll be encouraged to bring these values to life in your own work and contribute to the positive, supportive culture that makes Loughborough unique.

Read more about our **vision and values**.

## Our Accreditations

We strive to create a culture that supports equity 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 career.

We are proud to be a Race Equality Charter Member. The Charter aims to improve the representation, progression and success of all minority ethnic staff and students within higher education and address issues of racism within higher education institutions (HEIs).

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We are proud to be a Disability Confident Employer and have adopted a proactive approach to employing disabled people and to creating a more diverse workforce. We ensure that our recruitment processes are inclusive and accessible. We guarantee to offer an interview to all applicants who have declared a disability, provided that the essential criteria for the role are met. We proactively anticipate and provide reasonable adjustments and support existing employees who acquire a disability or long-term condition to thrive in the workplace.

We are a real living wage employer, and our Living Wage Employer Mark shows our commitment to paying our staff according to the cost of living.

We are proud supporters of the City of Sanctuary movement and delighted to be recognised as a University of Sanctuary. This national network brings together, university staff, lecturers, academics, and students, who together work to make Higher Education institutions places of safety, solidarity and empowerment for people seeking sanctuary.

**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.**

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