



Job Description

Section 1 - Description

Job Title: Domestic cleaner - 25 hours per week – flexible working - 5 days over 7

Location: Operations

Reports to: Facilities Supervisor

Date: November 2022

Section 2 - Job Purpose

To maintain high levels of cleanliness in College Public rooms, clinical skills labs and office accommodation.

Section 3 – Dimensions

- No direct budgetary or people management responsibility
- In excess of 800 meetings and events held in College per year
- 15,000+ visitors per year

Section 4 - Main Responsibilities and Role

- The Domestic cleaning team are an integral part of the Operations Department and are required to clean and prepare all public areas, office accommodation and clinical skills areas within College.
- Using appropriate powered appliances and other provided cleaning and materials equipment, the post holder will be required to clean the College premises to a high standard, following a daily cleaning schedule.
- Duties will at times include sweeping, damp mopping and wiping, dusting, vacuuming, and polishing
- The role also requires regular cleaning of stairs and carpeted areas, ablution areas, topping up of toilet requisites and cleaning of all sanitary ware.
- The post holder will be required to report any discovered Health and Safety issues or damage to College property to the Facilities Supervisor.

- The post holder will also partake in regular deep cleaning and will be required to participate in major cleaning activities such as internal window cleaning, the scrubbing, stripping and resealing of polished floors, attending to light fittings, wiping down walled areas, blinds and upholstery.
- The post holder will also be required to shampoo carpets and carpet tiles, training will be provided for this task.

Section 6 – Planning and Organising

The post holder will be required to follow and adhere to the cleaning schedules to ensure their allocated areas are systematically cleaned to a high standard. The post holder will be required to organise their provided cleaning materials and equipment for their respective areas and ensure the correct signage is displayed when cleaning is taking place.

Section 7 –Decision Making

While the majority of tasks will be directed by the Facilities Supervisor and are identified in the daily cleaning schedule, the post holder is expected to display initiative should an issue arise regarding cleaning and they are expected to pro-actively ensure the issue is resolved to the best of their ability and in line with College policy and procedure. All Domestic team members are required to report any discovered Health and Safety issues or damage to College property to the Facilities Supervisor

Section 8 - Knowledge, Experience and Skill Set Required

- High level of attention to detail
- Ability to work independently or as part of a team
- Good interpersonal and communication skills
- Ability to follow instruction
- Adaptable to change and posses a willingness to embrace new ideas and processes

Previous Domestic cleaning experience with some knowledge of hazard analysis and Health and Safety at work procedures would be desirable for this post however training can be provided.

Section 9 – Job Context and Special Features

The majority of working hours will be Monday – Friday between the hours of 07.00 – 18.00, however at times there will be a requirement to work evenings or on a weekend to support College activities. The post holder must be willing to work flexible hours and have the ability to adapt to changes quickly and efficiently.