

## **JOB DESCRIPTION**

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|-----------|----------------------------|---|
| <b>1.</b> | <b>Directorate</b>         | Corporate Resources   |
| <b>2.</b> | <b>Post Title</b>          | Office Cleaner  |
| <b>3.</b> | <b>Post Number</b>         | DCFA21  |
| <b>4.</b> | <b>Post Grade</b>          | Grade A   |
| <b>5.</b> | <b>Section</b>             | Asset Management  |
| <b>6.</b> | <b>Responsible to</b>      | Head of Asset Management & Cleaning Supervisor  |
| <b>7.</b> | <b>Main Purpose of Job</b> | To undertake 2 hours cleaning time per day at the times stated below to an acceptable standard.                                     |
|           |                            | Monday – Thursday                      5.00 p.m. – 7.00 p.m.<br>Friday                                        4.00 p.m. – 6.00 p.m. |
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- 8. Daily**
- 8.1** Clearing rubbish from and vacuuming floors.
  - 8.2** Emptying waste bins or baskets.
  - 8.3** Cleaning of staircases and interior of lift including paneling.
  - 8.4** Cleaning of entrance hall and steps.
  - 8.5** Cleaning and disinfecting of toilets and washbasins
  - 8.6** Polishing of floors, taps and mirrors.
  - 8.7** Cleaning and vacuuming of all areas.
  - 8.8** Cleaning of floors and sinks.
  - 8.9** Cleaning and polishing of separate offices within cleaning area.
  - 8.10** Cleaning of glass doors.
  - 8.11** Cleaning of Council Chamber and Suite as directed by cleaning Supervisor.
  - 8.12** All other items of general cleaning as arranged by the Asset Manager.
- 9. Weekly**

- 9.1** Cleaning of corridors.
- 9.2** Dusting and polishing of all furniture.
- 9.3** Dusting of skirtings.
- 9.4** Washing of tiled walls in toilets.
- 9.5** Cleaning glass of bookcases, pictures, glazed screen partitions and glazed doors.
- 9.6** Lower metalwork on doors and elsewhere, polished and kept in a clean condition.
- 9.7** Removal of cobwebs, dusting of walls, partitions, pipes, shelves and high ridges as required.

**10. Quarterly**

- 10.1** Clean window sills.

**11. Any Other Duties**

- 11.1** To adhere to all Council Policy, in particular Equal Opportunities, Health and Safety and Security.
- 11.2** Any other duties properly assigned from time to time which are appropriate to the grade and character of the post.