

JOB DESCRIPTION

Job Title:	Cleaner	Grade:
Section:	Estates	Reference:
Job Objectives: 1. To maintain premises in a clean and hygienic condition.		
Reporting to:	Cleaning Supervisor	
Reporting to the position:	None	
Interface with:	Staff and Students	
Approved by:		Date:
Signature of Post Holder:		Date:

Duties and Responsibilities:

- 1 Maintain premises in a clean and hygienic condition.
 - (a) Regularly remove rubbish and debris from worktops, sills and floors.
 - (b) Regularly sweep/wash/polish vinyl floor coverings.
 - (c) Strip seal from vinyl floor covering as necessary.
 - (d) Scrub floors as necessary.
 - (e) Apply seal to floors as necessary.
 - (f) Regularly vacuum carpeting to keep clean.
 - (g) Empty waste bins.
 - (h) Regularly clean dust/polish work surfaces, doors, skirting boards etc.
 - (i) Regularly clean glass door panels and glass balustrades.
 - (j) Clean seating throughout as found necessary.
 - (k) Undertake all duties in a manner which will not endanger self or others.
 - (l) Undertake any other cleaning duties as directed by the cleaning supervisor or the facilities supervisor.