

## **JOB SPECIFICATION**

**POST DESIGNATION:** CLEANER

**Hourly Rate:** MANUAL WORKERS, £8.00ph

**LOCATION:** ASSYNT LEISURE

**RESPONSIBLE TO:** MANAGER

**JOB PURPOSE:** TO UNDERTAKE DUTIES TO ENSURE A HIGH STANDARD OF CLEANLINESS IN THE FACILITY

### **ACCOUNTABILITIES:**

- The cleaning of designated areas to ensure clean and hygienic conditions.
- The cleaning of all surfaces including walls, fixtures and fittings within the designated work area.
- The cleaning of all sanitary areas, toilets, showers and bathrooms and replenishment of disposables such as soap, paper towels and toilet rolls.
- The care and cleanliness of all equipment used in carrying out the above duties.
- To report any faulty equipment/machinery and potential hazards to your designated Officer.
- The ordering and effective stock control of materials using the necessary documentation issued by your designated Officer.
- Responsible for closure of all windows, doors and switching off of lights.
- There may be a responsibility for key holding, for the purpose of entering and leaving of the work area.
- The successful applicant is liable to be involved in strenuous activity e.g. operation of powered equipment, lifting and handling, climbing of stairs.
- Responsible for Health and Safety of him/herself and any other person who may be affected by his/her acts or omissions at work.
- All employees must observe the highest standards of hygiene, courtesy, language, moral and general behaviour.

### **OTHER DUTIES:**

The post holder may be required to perform duties, appropriate to the post, other than those given in the job specification. The particular duties and responsibilities attached to posts may also be varied without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify reconsideration of the grading. As a result of such variations it will be necessary to update this job specification from time to time.

## PERSON SPECIFICATION

POST	CLEANER
ATTRIBUTES	ESSENTIAL
1. EXPERIENCE	<ol style="list-style-type: none"><li>1. Working independently.</li><li>2. Cleaning Experience.</li><li>3. Ordering cleaning materials.</li></ol>
2. EDUCATION AND QUALIFICATIONS	<ol style="list-style-type: none"><li>1. Basic standard of education.</li></ol>
3. SKILLS/ ABILITIES (GENERAL) e.g. Supervisory Skills	<ol style="list-style-type: none"><li>1. Working individually to ensure the proper standard desired by the Board of Assynt Leisure, for the facility.</li><li>2. Awareness of Health &amp; Safety within a working environment.</li></ol>
4. SKILLS/ ABILITIES SPECIFIC TO POST	<ol style="list-style-type: none"><li>1. Ability to organise your time</li><li>2. Must be flexible. Weekly rota may vary.</li><li>3. Ability to work alone and on own initiative.</li><li>4. Ability to lift and move tables and chairs.</li></ol>
5. INTER-PERSONAL AND SOCIAL SKILLS	<ol style="list-style-type: none"><li>1. Good communicator.</li></ol>