

## JOB DESCRIPTION

<b>DIRECTORATE OF CHILDREN'S SERVICES</b>	
<b>JOB TITLE:</b>	<b>CLEANER</b>
<b>RESPONSIBLE TO:</b>	<b>CLEANING SUPERVISOR/CARETAKER</b>

### **Main Tasks:**

Cleaners are responsible for a wide range of cleaning duties and responsibilities, which include ensuring that areas of work allocated are cleaned to the required standard/specification, which would normally include the following:

1. Thoroughly cleaning areas to the required specification, as directed, using correct techniques and cleaning equipment.
2. Safe removal of litter and waste to allocated disposal points, taking particular care with liquids, broken glass or other substances, which may be unsafe to other staff or pupils.
3. Locking and unlocking windows and doors as directed.
4. Undertaking training in use of methods, materials and equipment, as instigated by your Supervisor.
5. Working safely using correct warning signs, protective clothing and safety equipment, being mindful of hazards to other staff and pupils. Compliance with the Health & Safety practices of the School.
6. Replenishing supplies of toiletries, plastic bags etc., as directed.
7. Ensuring all containers of cleaning agents are correctly labelled before use and are used safely and in compliance with manufacturers written instructions and that all chemicals are securely stored away when not in use.
8. Emptying vacuum cleaners and buffer vacuum bags at the end of **each** session. Cleaning and checking all equipment used after use, checking cables for wear and tear and storing away in a suitable safe area. Notifying supervisor of any faults found.
9. Ensure mops, cloths etc., are washed and left to dry as appropriate at the end of each session.
10. Reporting immediately to your Supervisor any defective electrical sockets, lighting, vandalism etc., in your cleaning area.
11. Ensuring Supervisor is aware of low stock levels of materials and equipment for which you are responsible.
12. Assist in keeping chemicals and cleaning materials and equipment storage areas in a clean and tidy condition.
13. Covering on a rota basis for absent colleagues when required, which may involve some change in hours/times.
14. Any other related duties, as directed by your Supervisor.