

LINCOLN COLLEGE JOB DESCRIPTION

Post Title:	Cleaning Operative	Post Number:	CS0446P
Daily Supervision:	Cleaning Supervisor	Grade:	CSS Scale 2
Department:	Estates and Facilities	Last Updated:	June 2022

Our Vision:

To be an extraordinary organisation whose talented students, staff, governors and alumni ensure that it adds recognised social and economic value to its local communities by providing high quality education and training and making people exceptionally well prepared for work, potentially via higher education.

Our Mission:

Employer-led; producing a highly skilled and productive local workforce.

Our Cornerstones of Success & Values Guiding Behaviours:



Job Purpose:

The work of the postholder is to undertake cleaning of Newark College Campus.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Clean designated area (dusting, sweeping, vacuuming, mopping, cleaning ceiling vents and other tasks set out in cleaning folders) which may be subject to change dependent upon the needs of the College.
2. Carry out heavy cleaning tasks and special projects.
3. Notify management of occurring deficiencies or needs for repairs.
4. Ensure cleaning standards are maintained in accordance with the College's Cleaning Manual.
5. To assist the Site Supervisor in organising materials, movement of equipment and stock control.
6. Carry out instructions from the Facilities Officer and the Site Supervisor as required.
7. Responsibility for the implementation of the College's Equal Opportunities policy throughout all personal contacts in the College.
8. Maintain professional standards and expertise by undertaking relevant professional development.
9. To accept responsibility for the implementation of the College's Equal Opportunities policy throughout all personal contacts in the College and within this area of responsibility.
10. To maintain professional standards and expertise by undertaking relevant professional development, including ensuring that knowledge regarding changes to relevant legislation is kept up to date.
11. To maintain quality standards appropriate to the post.
12. To conform with the Health and Safety requirements relevant to the post.
13. To be responsible for the safeguarding and promoting the welfare of children wherever applicable within the role.

N.B. This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.

PERSON SPECIFICATION

	Knowledge	PSM
1	Good general education	A/I
2	Knowledge of the existence of COSHH Regulations	A/I

	Skills/Abilities – Interpersonal	PSM
3	The ability to work in a non discriminatory manner	A/I
4	The ability to communicate effectively	A/I
5	The ability to contribute and work as part of a team	A/I
6	The ability to work on ones own initiative	A/I

	Experience	PSM
7	Practical cleaning experience	A/I
8	Recent commercial cleaning experience - desirable	A/I

	Work Related Circumstances	PSM
9	The ability and willingness to undertake relevant staff development	A/I

	Skills/Abilities - Other	PSM
10	The ability to learn to use relevant floor cleaning machines	A/I
11	The ability to work and clean in a variety of changing environments	A/I
12	The ability and willingness to work flexibly	A/I
13	Responsibility for safeguarding and promoting the welfare of children wherever applicable	A/I

Prepared By:	Frankie Carr
Date:	September 2021

Proposed Selection Method Key (PSM)		
A = Application	I = Interview	T = Test