

## **Job Description**

<b>Position:</b>	Part-Time Cleaner
<b>School/Service:</b>	Facilities
<b>Reference:</b>	FAC-174/P
<b>Grade:</b>	Grade 1
<b>Status:</b>	Permanent
<b>Hours:</b>	17.5 hours per week (Monday to Sunday, 5 days per week)
<b>Responsible to:</b>	Cleaning Supervisor – Facilities

### **Main Function of the Post:**

To undertake cleaning duties at the University of Bolton, so that the premises are clean, tidy and presented to a high standard.

### **Principal Duties and Responsibilities:**

1. To work in any given area as required by the University.
2. Collection and removal of rubbish and recycling.
3. Cleaning of hard and carpeted flooring manually or using cleaning machinery as required. Including all types of carpet cleaning machinery large and small, scrubber dryers, buffers etc.
4. Cleaning walls, paintwork, glass and windows, fixtures, fittings and furniture.
5. Cleaning of toilets and fixtures and shower areas where appropriate. Replenishment of consumables.
6. Responsibility for unlocking and locking of rooms and keys.
7. Answering queries, giving directions and providing a high level of customer service.
8. To assist colleagues in different areas as required.
9. Occasional flexible working required for events which may include weekends.
10. To follow laid down University cleaning schedules and procedures.
11. Undertake training as required.
12. Ensure and maintain integrity and confidentiality of data and associated data protection requirements in line with statutory and corporate requirements.
13. Ensure a safe working environment and abide by university health and safety policies and practices and to observe the University's Equal Opportunities policy and Dignity at Work policy at all times.

14. Awareness of environmental and sustainability issues and a commitment to the University's associated strategy with respect to the performance / delivery of key responsibilities of the role.

## Person Specification

<b>Position:</b> Part-Time Cleaner		<b>Reference:</b> FAC-174/P	
<b>School/Service:</b> Facilities		<b>Priority (1/2)</b>	<b>Method of Assessment</b>
<b>Criteria</b>			
<b>1 Skills / Knowledge</b>			
1 a)	Able to follow cleaning systems and procedures	Priority 1	Application Form/Interview
1 b)	Knowledge of cleaning methods and industrial cleaning equipment	Priority 2	Application Form/Interview
1 c)	Awareness of COSHH and Health and Safety regulations relating to cleaning substances	Priority 2	Application Form/Interview
<b>2 Experience</b>			
2 a)	Experience of dealing with customers	Priority 1	Application Form/Interview
2 b)	Experience of cleaning in a commercial or industrial environment and or cleaning classrooms	Priority 1	Application Form/Interview
<b>3 Personal Qualities</b>			
3 a)	Ability to work as part of a team	Priority 1	Interview
3 b)	Be responsible for cleaning in various areas of work under the general direction of the Cleaning Supervisor	Priority 1	Interview
3 c)	Awareness of the requirements associated with operating within a customer service environment	Priority 1	Interview
<b>4 Physical Requirements</b>			
4 a)	Able to cope with the physical demands of manual work	Priority 1	Interview/Medical Questionnaire
4 b)	Awareness of the requirements associated with operating within a customer service environment	Priority 1	Interview
4 c)	Commitment to continuous improvement and creative ways of working	Priority 1	Interview
<b>5 Other</b>			
5 a)	Willing to undertake staff development, which may take place outside the University	Priority 1	Interview
5 b)	Awareness of the principles of the Data Protection Act, Health and Safety, Freedom of Information Act, Prevent and the Bribery Act	Priority 1	Interview
5 c)	Commitment to the University's policy on equal opportunities and diversity	Priority 1	Interview
5 d)	Available to work flexibly and travel as appropriate in order to meet the needs of the services	Priority 1	Interview
5 e)	Good timekeeping and attendance record	Priority 1	Interview/References

Note:

1. **Priority 1** indicates **essential** criterion – an applicant would be unsuccessful if unable to satisfy all Priority 1 criterion.
2. **Priority 2** indicates **desirable** criterion - applicants failing to satisfy a number of these are unlikely to be successful.

3. It is the responsibility of the employee to ensure any professional accreditation/membership remains current.
4. Employees are expected to have access to suitable IT equipment and broadband internet access at home to work remotely if required