



# Job Specification for Cleaner

**JOB PURPOSE:** To organise working time in such a way as to maximise the efficiency of the office. All activities must be carried out with due regard to Turning Point Scotland's procedures and code of conduct.

## **MAIN DUTIES AND RESPONSIBILITIES:**

### **SERVICE DELIVERY**

1. To establish and maintain to the highest standard a cleaning programme throughout the premises.
2. To maintain cleaning equipment and advise administration staff of any faults in equipment.
3. To prioritise workload and work with minimum supervision.
4. To liaise with administration staff to ensure cleaning materials are ordered when required.
5. To respect and actively participate in regular supervision and other meetings as required.
6. To be aware of Turning Point Scotland's Equal Opportunities Policy.
7. To respect and be aware of Turning Point Scotland's policy on confidentiality.
8. To carry out other duties requested by the Administration Officer that are consistent with the above job description.

### **HEALTH & SAFETY**

1. To be familiar with, and adhere to, current Health and Safety at Work legislation, the Environmental Health Act, etc.
2. To ensure that all cleaning is done in a safe and hygienic manner and that appropriate procedures are followed.
3. To collect, store and dispose of waste products and rubbish in accordance with the appropriate disposal procedures.
4. To ensure that any faults in equipment are reported to the Service Administrator or Assistant Service Co-ordinator on duty and recorded appropriately and that procedures are followed.
5. To be familiar with the fire procedure and evacuation exits and act accordingly in an emergency situation.

## FINANCIAL MANAGEMENT

1. To assist in the maintenance of the economic viability of the Service by operating within agreed financial limits, policies and procedures.

## MANAGEMENT

2. Enable the Management Team to develop and achieve objectives by participating in meetings and other processes for corporate policy and practice development as agreed.

	<b>CRITERIA WHICH IS ESSENTIAL FOR ALL CANDIDATES TO HAVE</b>		<b>CRITERIA WHICH IS DESIRABLE FOR CANDIDATES TO HAVE</b>	
<b>Experience.</b>	E1	Experience of performing various cleaning duties.		
	E2	Experience of working to a cleaning schedule and prioritising daily workload with minimum of supervision.		
<b>Skills and Knowledge.</b>	E3	Knowledge of different cleaning materials and equipment.	D1	Have an understanding of equal opportunities.
	E4	Display flexible and helpful qualities towards work and colleagues.	D2	Have an understanding of the importance of maintaining confidentiality.
<b>Other requirements of the post.</b>			D3	Ability to work outside normal office hours if required.