

## **JOB DESCRIPTION**

**JOB TITLE:** PROPERTY CLEANER

**LINE MANAGED BY:** HEAD OF FACILITIES

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### **JOB PURPOSE & OBJECTIVES**

To provide a high-quality cleaning service for specified areas within the college campus, working individually or as part of a team.

To maintain cleaning standards including cleaning floors, furniture, fixtures and fittings in line with the pre-determined schedule.

### **KEY TASKS**

Report to Building Supervisor or Facilities & Safety Co-ordinator any defects and/or Health & Safety issues.

Undertaking the cleaning of various surfaces and areas.

Uplifting litter etc, disposing of it in a safe and hygienic manner.

Cleaning, drying and polishing a range of floor surfaces.

Cleaning, drying and polishing a range of wall surfaces.

Cleaning, polishing and drying glass windows and panels.

Removing bags of waste to outside skip.

Removing dust using mechanical cleaning appliances.

Cleaning hard surfaces using a range of specialist devices and disinfectants.

Compliance with all Health and Safety regulations, especially relating to the use of equipment and materials.

Cleaning of stairs and areas above head height.

Moving of furniture e.g. the placing of chairs on top of desks to undertake vacuuming or washing duties.

Involvement in periodic intensive cleans of designated areas.

Attending any relevant Health & Safety training and/or attending training sessions as required to ensure proper use of equipment and materials.

Ensuring own work area is in good/safe condition and taken action as appropriate to reduce/minimise risks to self and others, reporting issues where necessary.

Carrying out work practices to specific standards in accordance with induction and Health & Safety training, safe systems of work, and risk assessments.

Any other duties associated with the smooth running of the Facilities Department that may be required from time to time.

## **Corporate Statements and Values**

### **Vision**

To be Scotland's leading College: delivering excellence.

### **Mission**

Preparing learners well for their future, in an outstanding learning environment and inclusive community.

### **Values and culture**

#### **We are:**

- inclusive and diverse
- passionate about our roles and responsibilities
- continually improving
- high achieving
- reducing our environmental impact
- delivering community and social value
- committed to health, safety and wellbeing
- creative and innovative
- a listening organisation

*This job description is not intended to detail all tasks undertaken, but simply highlights a number of major tasks of the post. The post holder may be required to undertake additional duties which might reasonably be expected and which form part of the function of the post.*

*This job may be amended in future to reflect the changing duties of the post.*

Date Updated: August 2019