

JOB DESCRIPTION

POST TITLE: Cleaner (Void Houses)

DIVISION/UNIT: Cleaning Unit

GRADE: 2

RESPONSIBLE TO: Lead Cleaner/Cluster Supervisor

RESPONSIBLE FOR: N/A

Job Purpose

To undertake the cleaning of Council domestic premises to ensure that the premises are returned to a clean and hygienic condition.

Main Duties and Responsibilities

1. Ensure that Safe Working Practices are adhered to, in accordance with Health and Safety Legislation and Tayside Contracts' Occupational Health and Safety Policy.
2. Uphold and embrace Tayside Contracts vision and values by working in partnership with internal colleagues, external clients and other stakeholders to deliver an efficient and effective service.
3. Treat all individuals with dignity and respect and support Tayside Contracts' Equality and Diversity Policy.
4. Carry out the cleaning of a designated area, which will include washing, sweeping, vacuum cleaning, cleaning of fixtures and fittings internally and externally.
5. Clear the premises, removing items of rubbish.
6. Remove carpet backings and grips.
7. Use approved cleaning agents only and in accordance with instructions.
8. Use cleaning machines as directed.
9. Wear/utilise all Personal Protective Equipment supplied.
10. Deal with any complaints or adverse client reports by undertaking remedial work wherever possible. Inform Lead Cleaner/Cluster Supervisor of the complaint, the action taken to resolve it and any further action required.
11. Conduct pre-start vehicle checks on a daily basis, reporting any faults immediately and refuel vehicles at the end of each working day.
12. Demonstrate good energy conservation by switching out all lights and ensuring taps are off wherever possible completion of your duties

NOTE

You will be required to undertake other duties appropriate to your grade as directed.

Working Environment	Physical Coordination	Physical Effort	Mental Skills	Concentration	Communication Skills	Dealing with Relationships	Responsibility For Employees	Responsibility for Service to Others	Responsibility for Financial Resources	Responsibility . For Physical & Info	Initiative & Independence	Knowledge
2	2	5	1	1	1	1	1	2	1	2	1	2