

## JOB DESCRIPTION

**POST TITLE:** Communal Cleaner

**DIVISION/UNIT:** Cleaning Unit

**GRADE:** 2

**RESPONSIBLE TO:** Lead Cleaner/Cluster Supervisor

**RESPONSIBLE FOR:** N/A

### Job Purpose

Undertake the cleaning of designated areas (which will include communal stairwells at Council flats) to ensure that these areas are kept in 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 and emptying litterbins.
5. Follow the cleaning specification for your establishment and clean all areas/fixtures and fittings in accordance with the frequencies detailed in the specification.
6. Use approved cleaning agents only and in accordance with instructions.
7. Use cleaning machines, including powered equipment, as directed.
8. Wear/utilise all Personal Protective Equipment supplied.
9. 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.
10. Conduct pre-start vehicle checks on a daily basis, reporting any faults immediately and refuel vehicles at the end of each working day.
11. Demonstrate good energy conservation by switching out all lights and ensuring taps are off wherever possible on 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         |