**Job Description**

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| **Directorate:** | Corporate: Facilities Management | | |
| **Service:** | Cleaning Services | | |
| **Location:** | Eccleston Library | | |
| **Salary range:** | £12.60 per hour | **Grade:** | FLW |
| **Reports to:** | Area Team Manager | **Staff responsible for:** | None |

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| **Job purpose and scope** |
| To create and maintain a quality standard to the agreed specification within set time limits |

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| **Accountabilities/Responsibilities** |
| 1. To liaise daily with your supervisor reporting to them any information or occurrences relevant to the provision of the service. 2. Report to your supervisor immediately if, for any reason, you cannot complete your allocated task. 3. Carry out all cleaning tasks as instructed to an acceptable standard and in accordance with ISO 9001 Work Instructions. 4. Carry out cleaning in any area within your permanent establishment at the discretion of your immediate Supervisor. 5. Wear the protective clothing provided. 6. To work within the Organisation’s Quality Policy. 7. Adhere to all Health and Safety instructions. 8. To maintain all equipment used in a clean, tidy and safe condition. 9. Be prepared to undertake any training deemed relevant to the position. 10. In addition to the duties outlined above, all employees are required to take care of their own and other people’s health and safety. Employees are to co-operate with the LCC Health & Safety Policy, which is available from Head Office on request. 11. In addition, other duties at the same responsibility level may be interchanged with/added to the list at any time. |

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| **Other** |
| * **Equal Opportunities**   We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.   * **Health and safety**   All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.   * **Customer Focused**   We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.   * **Safeguarding Commitment**   We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.   * **Skills Pledge**   We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and numeracy if they do not have one already. |

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| **Our Values** |
| **We expect all our employees to demonstrate and promote our values:**   * **Supportive**   We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.   * **Innovative**   We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.   * **Respectful**   We treat colleagues, customers and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.   * **Collaborative**   We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone. |

**Person Specification**

All the following requirements are essential unless otherwise indicated by \*

Your ability to meet the job requirements will initially be assessed by the information provided on your application but further assessment will be undertaken at interview and, in some cases, by using other types of assessment(s).

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| **Qualifications** |
| * NVQ level 1 in cleaning and support services\* * (Building Interiors)(or equivalent)\* * BISCc Licence to Practice\* |
| **Experience** |
| * Experience of working within the cleaning industry\* |
| **Essential knowledge, skills & abilities** |
| * Able to work under pressure * Able to meet deadlines * Able to work as part of a team, and/or using own initiative * Good customer care skills |
| **Other essential requirements** |
| * Commitment to equality and diversity. |
| * Commitment to health and safety. |
| * Display the LCC values and behaviours at all times and actively promote them in others. |

**LANCASHIRE COUNTY COUNCIL**

**PRE-EMPLOYMENT RISK IDENTIFICATION FORM (R.I.F.)**

(NB Completion of this form does not fulfill the requirement to undertake a general risk assessment under the management Health and Safety at Work Regulations 1999)

A Pre-employment Risk Identification Form must be completed by the Head of Service/ Headteacher/Line Manager. If any assistance is required in completing this form, please contact the Health and Safety Team.

**CONFIDENTIAL**

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| Team/Establishment | Building Cleaning – Emergency Response |
| Post title | Cleaning Operative |
| Description of main activities the employee will be required to undertake (or attach role profile) | |
| Form completed by: (print name) Matt Dean | |

**A. The post to which this form refers will or may involve one or more of the following activities. (Please indicate YES or NO)**

**Managers should note that if any of the following 10 activities are involved, there is an automatic requirement for a pre-employment assessment by Occupational Health and, possibly, for subsequent Health Surveillance.**

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|  |  | **YES** | **NO** |
| 1 | Work at heights *(e.g. over 2m from tall step/extension ladders; scaffold towers, roofwork etc).* |  | **x** |
| 2 | Work in excessively noisy environments above statutory control limits (*Highly unlikely to include examples associated with any office environments. Examples might include use of woodworking machinery, road drilling, masonry cutting etc).* |  | **x** |
| 3 | Work in unusual environmental conditions (*e.g. where access or egress or free flow of air may be restricted or where there may be a build up of gases, vapours or fumes or the use of breathing apparatus is required).* |  | **x** |
| 4 | Use of hand operated tools and equipment known to be associated with hand arm vibration syndrome (*e.g. percussive metalworking tool; rotary handheld tool [not floor polishers]; grinders; percussive hammers and drills etc).* |  | **x** |
| 5 | Driving a heavy goods vehicle, coach, bus or minibus belonging to Lancashire County Council, transporting others in their own vehicle, or regularly transporting more than three other people as part of normal duties. |  | **x** |
| 6 | Some contact with hazardous substances (*e.g. chemicals with a red diamond warning label indicating: very toxic; toxic; harmful; corrosive; sensitising by inhalation/skin contact; carcinogenic; mutagenic; toxic for reproduction; professional bio/pesticides; organophosphates; gluteraldehyde; latex gloves).* | **X** |  |
| 7 | Prolonged or frequent exposure to machine generated wood dust, or other heavy or excessive concentrations of mineral dust. |  | **x** |
| 8 | Work with lead or lead-based products (*e.g. some paints).* |  | **x** |
| 9 | Food handling/preparation (of raw or uncooked food only). |  | **x** |
| 10 | Occupational fieldwork or work in extreme conditions (e.g. involving excessive heat or cold or frequent walking for long distances over rough terrain in all weather conditions, forestry/countryside work). | **x** |  |

**B. The post to which this form refers will or may involve one or more of the following activities. (Please indicate YES or NO)**

**This section is for the information of applicants and does not facilitate a referral to Occupational Health.**

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|  |  | **YES** | | **NO** |
| 11 | Face to face contact with the public/service users *(e.g. at sensitive front line posts re abuse, aggression, assault).* | **x** |  | |
| 12 | Working in isolation/lone working. | **x** |  | |
| 13 | Work with electrical wiring *(e.g. colour blindness).* |  | **x** | |
| 14 | Work where there may be an increased risk of needlestick injuries or blood borne infections HIV; Hepatitis B; Hepatitis C: (*e.g.* *site supervisors; site work, grounds or buildings maintenance, gardeners; some carers).* | **x** |  | |
| 15 | Work that may bring the employee into contact with rats, rat contaminated ground or other animals or livestock *(e.g. risk of weils disease, other animal borne diseases, zoonoses).* |  | **x** | |
| 16 | Manualhandling *(other than routine office/administrative lifting and carrying e.g. assisting / moving service users with mobility problems, portering type activities).* | **x** |  | |
| 17 | Working with vulnerable service users *(e.g. children with disabilities; the elderly; children/adults with learning difficulties; alcohol/drug abusers).* |  | **x** | |
| 18 | Work involving repetitive movements or forced posture *(e.g. twisting, screwing, movements of the hands wrists, arms and/or shoulders awkward body and limb posture or excessive force, bending, kneeling).* | **x** |  | |
| 19 | Work as a regular display screen user *(where more than 1/3 of a person's time is spent using DSE continuously over any 1 month period).* |  | **x** | |

Any other occupational hazards/comments that you consider to be relevant to the post which are not included above:

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| **Head of Service/Headteacher/Line Manager *(please print)*** | | Phil Davies | |
| **Telephone Number:** | 07989 852373 | **Date:** | 09.10.2020 |

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| 14.01.2020 |