

Job Description

Cleaner (Weekend Shift)

Directorate: Estates and Facilities

Grade: A

Part-time: 10 hrs per week

Permanent

(Saturday and Sunday 06.00am – 11.00am on a one weekend in three rota)

	Duties of the role
Overall purpose of the role	Working either alone or as part of a team, responsible for providing an efficient and effective cleaning service to the University. Having a flexible approach and attitude which supports the day to day work and learning experience of students and staff.
Main duties and responsibilities	1. Sweeping, mopping, vacuuming and scrubbing of floors along with dusting and polishing of fixtures and fittings. 2. Emptying bins to include the collection and disposal of general waste. 3. Cleaning of sanitary ware in toilets, showers and bathrooms. 4. Ensuring supplies of soap & toilet paper in toilets are maintained. 5. Spot cleaning and shampooing carpets. 6. Deep cleaning and refurbishment of floors and walls. 7. Assisting with opening buildings as necessary for the business of the University to commence. 8. Moving and repositioning of furniture where necessary. 9. Cleaning of external areas to include litter picking. 10. Assisting with the Cleaning Department's requirements in the event of an emergency. 11. Treat all DMU staff, students, contractors and visitors with dignity and respect. Provide a service that complies with the Equality Act 2010, eliminating unlawful discrimination, advancing equality of opportunity and fostering good relations with particular attention to the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief (or none), sex and sexual orientation. 12. Performing any other duties commensurate with the job grade as reasonably required from time to time. 13. All members of staff are responsible for their contribution to improved environmental performance and in reducing greenhouse gas emissions at DMU. It is therefore required that all members of staff are aware of how the Environmental Policy relates to their own role at the University. Staff conduct must reflect the values inherent in the Environmental Policy and where required staff must cooperate with environmental compliance and conformance

	Duties of the role
	requirements to help minimise our emissions to air, water and land. 14. The postholder should have a positive attitude towards health and safety, and be aware of and comply with all health and safety policies for the university, as applicable. There will be a requirement to complete all mandatory health and safety training as deemed to be relevant for the position held. The postholder is expected to help maintain a safe working environment for staff, students and visitors by working closely with the local safety coordinator as required. Any accidents or dangerous incidents must be reported promptly through the university's reporting system.

Person Specification

Cleaner (Weekend Shift)

Directorate: Estates and Facilities

Grade: A

Part-time: 10 hrs per week

Permanent

(Saturday and Sunday 06.00am – 11.00am on a one weekend in three rota)

Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	I	T	D
Qualifications and Training	A basic level of literacy	Essential		✓			
	NVQ Level 1 (or equivalent qualification), cleaning related		Desirable	✓			✓
Work Experience	Experience within a cleaning role	Essential		✓	✓		
	Experience in modern cleaning methods	Essential		✓	✓		
	Experience of working within a team		Desirable	✓	✓		
	Experience of working in within an educational environment		Desirable	✓	✓		
Knowledge & Skills	Ability to use industrial cleaning equipment	Essential		✓		✓	
	Knowledge of Health and Safety requirements related to cleaning activity	Essential		✓	✓	✓	
Other requirements	Ability to work outside of normal core hours	Essential		✓	✓		

*A = Application Form; I = Interview; T = Test; D = Documentary Evidence