

Job Description

Position:	Part-Time Cleaner
School/Service/Centre:	Facilities
Reference:	FAC-146/P (15 hours per week) FAC-150/P (17.5 hours per week)
Grade:	Grade 1
Status:	Permanent
Hours:	15/17.5 hours per week (6.00am to 9.00 / 9.30am – Monday to Friday)
Responsible to:	Cleaning Supervisor – Facilities

Main Function of the Post:

To undertake cleaning duties at the University of Bolton, so that the premises are clean, tidy and presented to a high standard.

Principal Duties and Responsibilities:

1. To work in any given area as required by the University.
2. Collection and removal of rubbish and recycling.
3. Cleaning of hard and carpeted flooring manually or using cleaning machinery as required. Including all types of carpet cleaning machinery large and small, scrubber dryers, buffers etc.
4. Cleaning walls, paintwork, glass and windows, fixtures, fittings and furniture.
5. Cleaning of toilets and fixtures and shower areas where appropriate. Replenishment of consumables.
6. Responsibility for unlocking and locking of rooms and keys.
7. Answering queries, giving directions and providing a high level of customer service.
8. To assist colleagues in different areas as required.
9. Occasional flexible working required for events which may include weekends.
10. To follow laid down University cleaning schedules and procedures.
11. Undertake training as required.
12. To observe Health and Safety issues associated with the above duties.

Person Specification

Position: Part-Time Cleaner		Reference: FAC-146/150/P	
AG/Service: Facilities		Priority (1/2/3)	Method of Assessment
Criteria			
1	Skills / Knowledge		
1 a)	Able to follow cleaning systems and procedures	1	Application Form/Interview
1 b)	Knowledge of cleaning methods and industrial cleaning equipment	2	Application Form/Interview
1 c)	Awareness of COSHH and Health and Safety regulations relating to cleaning substances	2	Application Form/Interview
2	Experience		
2 a)	Experience of dealing with customers	1	Application Form/Interview
2 b)	Experience of cleaning in a commercial or industrial environment and or cleaning classrooms	1	Application Form/Interview
3	Personal Qualities		
3 a)	Ability to work as part of a team	1	Interview
3 b)	Be responsible for cleaning in various areas of work under the general direction of the Cleaning Supervisor	1	Interview
3 c)	Awareness of the requirements associated with operating within a customer service environment	1	Interview
3 d)	Commitment to continuous improvement and creative ways of working	1	Interview
4	Physical Requirements		
4 a)	Able to cope with the physical demands of manual work	1	Interview/Medical Questionnaire
5	Other		
5 a)	Willing to undertake staff development, which may take place outside the University	1	Application Form/Interview
5 b)	Commitment to the University's policy on equal opportunities and diversity	1	Application Form/Interview
5 c)	Good timekeeping and attendance record	1	Application Form/Interview/References

Note:

1. **Priority 1** indicates **vital** criterion - a candidate would be unsuccessful if unable to satisfy Priority 1 criterion.
2. **Priority 2** indicates **desirable** criterion - candidates failing to satisfy a number of these are unlikely to be successful.
3. **Priority 3** indicates criterion **not specifically required** for the post but in a competitive situation may be used to select candidates who cannot be separated on priorities 1. and 2.