



Role Profile

Job Title: Cleaning Assistant	Grade/ Level: J / 1	Job Code: FM3003
Directorate: Communities & Housing	Job Family: Facilities Management & Support	Date Prepared: January 2006 Reviewed April 2018
Role reports to: Sheltered Housing Officer (SHO), Sheltered Housing Scheme		
Job Purpose: Cleaning of any communal areas as directed by the on duty Sheltered Housing Officer or Supervisor.		
Key Accountabilities: <ol style="list-style-type: none">1. Clean as directed:<ul style="list-style-type: none">▪ Entrance Halls, stairs and corridors▪ Lights and windows▪ Void flats as requested▪ Communal areas including residents lounge, laundry, assisted bathrooms, bin rooms and other areas as directed▪ Laundry Room.▪ Outside areas – including sweeping entrance areas and walkways as necessary and litter picking2. Report minor repairs and defects3. Keep an operational stock of cleaning products4. Clean and prepare for letting the Scheme Guest Flat / emergency rooms5. Understand product information and safe warning procedures in line with COSHH regulations6. Assist staff with general duties i.e. fire alarm and water testing as directed7. Move and replace furniture as necessary in communal areas to carry out daily tasks8. Maintain a level of security including locking / unlocking doors		
Supplementary Accountabilities: <ol style="list-style-type: none">1. Participate in equality and diversity training, information briefings and events as and when required as part of continuous professional development2. Promote equality and diversity best practice in all areas of work		

3. Ensure that any identified personal training needs are discussed with the immediate supervisor including being appraised in accordance with the Council's development and appraisal scheme, applying the principles of Investors in People, and to undertake a programme of continuous development
4. Act as a signpost for residents and contractors especially when the SHO is not on site
5. Assist with activations of the fire alarm and in the absence of the SHO meet the fire service at the alarm panel.

In accordance with the provisions of the Health & Safety at Work etc. Act 1974 and the Management of Health & Safety at Work Regulations 1999 you must take reasonable care so as not to endanger yourself or other persons whilst at work. You must also cooperate with the Council to enable it to comply with its statutory duties for health and safety.

You must work in accordance with training or instructions given, make proper use of any personal protective equipment provided and inform your manager of any hazardous situations or risks of which you are aware.

You must ensure you undertake responsibilities relating to your position as detailed within your Directorate Health and Safety Policy.

Undertaking any other duties that can be accommodated within the grading level of the post. Housing is committed to working in a manner which does not discriminate against any individual or group regardless of ethnic origin, sexual orientation, disability, age, religion or gender.

NOTE:

This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may therefore be altered from time to time to reflect the changing needs of the department, always in conjunction with the post holder.

Job Scope: Not applicable

Typical tasks supervised/allocated to others: Not applicable

Job Scope: Not applicable

Budget: Not applicable

Assets: Cleaning Products, Hoover, Brushes, brooms etc.

Knowledge and Experience:

1. Good verbal communication skills. The ability to understand product information.
2. Ability to understand basic instructions.

Decision Making:

Day to Day decision about cleaning prioritising any identified hazards.

Contacts and Relationships:

Residents (within constraints of professional boundaries and code of conduct) staff and contractors

<p>Creativity and Innovation:</p> <p>Ability to work on own initiative with minimal supervision</p>
<p>Emotional Demands of the Job:</p> <p>Not applicable.</p>
<p>Job Specific Competencies:</p> <p>Not applicable.</p>

<p>Features of the role:</p>		
<p>In accordance with the provisions of the Data Protection Act 1998, jobholders should take reasonable care to ensure that personal data is not disclosed outside the Council procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the Council's written procedures.</p>		
<p>Employee Signature:</p>		
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<p>Line Manager's Signature</p>		
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