HUMBERSIDE FIRE & RESCUE SERVICE
JOB DESCRIPTION
(Support Services Posts)

POST TITLE	**POST NO.**
Cleaner	
SECTION/DIVISION/LOCATION	**POST GRADE**
Service Delivery – District Fire Stations	Grade 2

OVERALL PURPOSE OF THE JOB

To maintain standards of cleanliness on Service premises.

KEY ACTIVITY AREAS/MAIN DUTIES

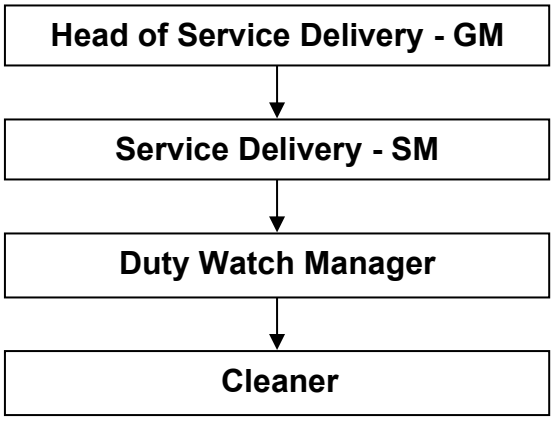
1. Wipe down paintwork/surfaces where necessary
2. Wipe down and clean all hard surfaces
3. Clean internal windows (height concerns to be discussed individually)
4. Scrub/mop floors
5. Vacuum
6. Empty bins
7. Clean showers and toilet areas
8. Lift and clean any shower mats (where applicable)
9. Any other sink areas
10. Dusting
11. Removing cobwebs
12. Wash tea towels
13. Report any defects
14. Keep stocks to correct levels (but don't over order)
15. General housekeeping
16. On leaving station ensure that all windows/doors are closed and secure
17. Anything else that the WM deems appropriate

KEY ACTIVITY AREAS/MAIN DUTIES (continued)

NOTES:

1. The postholder may be required to perform other duties that reasonably correspond to the general character of the post and are commensurate with its level of responsibility.
2. The postholder is required to comply with relevant legislation and policies and procedures of Humberside Fire Authority in the performance of his/her duties. Examples include acting in compliance with the provisions of equal opportunities, data protection and health and safety legislation, policies and procedures so far as they relate to the post and the postholder.

POSITION IN ORGANISATION



JOB REQUIREMENTS

Knowledge and Skills

- Knowledge of cleaning procedures and products.
- Basic health and safety awareness and COSHH regulations.
- Safe and proper manual handling techniques.
- Safe working routines.

Creativity and Innovation

- Work carried out within clearly defined rules and procedures.

Decision Making

- Determines cleaning materials to be used in accordance with guidance issued.
- Prioritises cleaning tasks.

Contacts and Relationships

- Routine contact with Line Manager/Watch Manager for reporting purposes on non-contentious matters regarding cleanliness of premises.

Responsibility for Resources

- Safe keeping of cleaning equipment and materials.
- Keyholder (retained stations).

Work Environment

Work Demand - Established working routines in place.

Physical Demands - Work of routine nature occasionally involving lifting and carrying. Use of mechanical scrubbing, machine and vacuum cleaner.

Working Conditions - Carried out inside premises

Work Context - Minimal risk from manual handling or chemicals if procedures are followed

	Signature	Designation	Date
CONFIRMED BY:			
RECEIVED BY:			
PREPARED BY:			
		POSTHOLDER	

Note: The contents of this job description will be subject to regular review and amendment over time to ensure they continue to accurately describe the job requirements.