

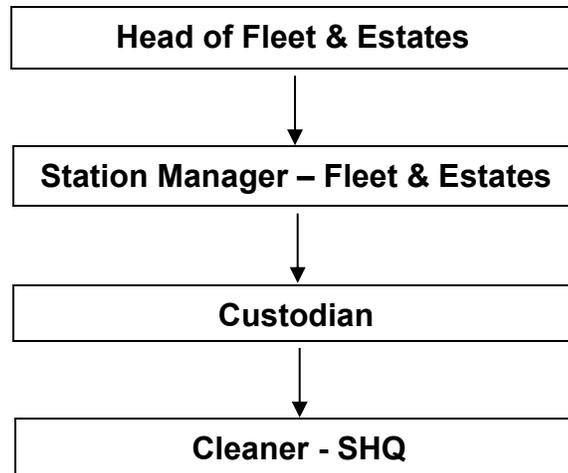
HUMBERSIDE FIRE & RESCUE SERVICE

JOB DESCRIPTION

(Support Services Posts)

POST TITLE Cleaner - SHQ	POST NO.
SECTION/DIVISION/LOCATION Fleet & Estates	POST GRADE Grade 3
<u>OVERALL PURPOSE OF THE JOB</u> To maintain standards of cleanliness on Service premises.	
<u>KEY ACTIVITY AREAS/MAIN DUTIES</u> <ol style="list-style-type: none">1. Dusting at high/low level, sweeping, vacuuming & mopping surfaces in their work area including offices, communal areas, kitchens, & storerooms.2. Cleaning of sanitary wear including sinks, wash hand basins, WCs, urinals & showers including the lifting of any mats.3. Cleaning of internal glass (height limitations may apply).4. Refilling and restocking cleaning supplies and toiletries (hand wash, toilet paper, paper towels etc.).5. Removal of refuse & recycling material to designate disposal area.6. Spray/wet cleaning & scrubbing of hard surface floors with mechanical equipment.7. Deep cleaning of the training area.8. Any other cleaning tasks outlined in any working routines or allocated by the Line Manager or their representative.9. Security of offices once cleaned.10. Consideration of environmental impact of your own activities and those around you in any area of the building.	
<u>NOTES:</u> <ul style="list-style-type: none">• 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.• 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.
- Knowledge of safe operation of cleaning equipment.
- Knowledge of service security practice for SHQ

Creativity and Innovation

- Work carried out within clearly defined rules and procedures.
- Although alternative solutions can be considered to ensure satisfactory completion of tasks.
- A degree of flexibility will be required to meet the needs of the building.

Decision Making

- Determines cleaning materials to be used in accordance with guidance issued.
- Reporting any building defects to the most appropriate person or Service Control
- Report any concerns over building security to duty officer service control.

Contacts and Relationships

- Routine contact with line manager for reporting purposes on non-contentious matters regarding cleanliness of premises.
- Routine contact with member of staff within SHQ
- Question anyone

Responsibility for Resources

- Safe keeping of cleaning equipment and materials
- Use and maintenance of electrical rotary buffer
- Ensuring all machinery & equipment is stored in a safe place, cleaned ready for next use.

Work Environment

Work Demand - Established working routines in place.

Physical Demands – Routine activities occasionally involving lifting and Carrying & the use of mechanical scrubbing machines and vacuum cleaners.

Working Conditions - Carried out inside Service 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.