



JOB DESCRIPTION

POST TITLE Cleaner
GRADE NS 1
DATE May 2016

RESPONSIBLE TO Active4Today Management

LIAISON WITH Centre Staff, Customers, Contractors and Suppliers

PURPOSE OF JOB To be accountable for maintaining a high standard of cleanliness within all areas of the building. To ensure safety procedures are followed according to the Normal Operating Procedures, Emergency Action Plan and the Active4Today Health and Safety Policy

MAIN ACTIVITIES, DUTIES AND RESPONSIBILITIES

1. To clean the wet side changing room floors using the mechanical scrubbing machine
 2. To clean the dry side changing rooms using the mechanical cleaning machine
 3. To clean toilet areas, wash hand basins, W.C.'s, floors etc
 4. To replace consumables within the site as required
 5. To clean shower floor areas and surrounding wall tiles
 6. To vacuum clean carpeted areas
 7. To clean fitness suite
 8. To ensure the building cleanliness is maintained to the optimum standard
-

SPECIAL FEATURES

1. A uniform is provided and must be worn.
 2. Once obtained qualifications must be kept up to date
 3. Discounted access to the Company Activo/Xperience membership packages
-

HEALTH AND SAFETY

You will uphold the Company Health and Safety Policy and amendments made thereto by the Company and comply with all relevant health and safety legislation.

RISK MANAGEMENT

Active4Today is committed to the effective management of risk. It is the responsibility of all employees to carry out their duties and responsibilities with adequate regard for risk management, as outlined within the Company Risk Management Strategy and Policy.

SAFEGUARDING

The Company has a statutory obligation to safeguard and promote the welfare of children and vulnerable adults. This responsibility sits with all those individuals who provide services on behalf of Active4Today, including all those who work with children, young people and families; those who manage staff within this work; staff who work with mothers, fathers, carers and other adults who have contact with children; staff who have both direct and indirect contact with children, including administration, support and back office staff; contractors; volunteers, community groups and the general public.

EQUAL OPPORTUNITIES

You will uphold the Company Equal Opportunities Policy in Service Delivery and Employment, thereby promoting a fair and quality service to all.

TRAINING

You will keep under review your own development needs. Learning needs should be discussed and determined at your annual appraisal and you will be required to undertake training as identified and as appropriate, for the individual, or as required for effective performance of the duties of the post.

This Job Description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of any individual job will change and existing duties may be lost or others gained without changing the general character of the duties or the level of responsibility entailed. As a result the Company will expect this Job Description to be subject to revision.

Active4Today and Southwell Leisure Centre Trustees are committed to equal opportunities. As part of its policy it has been agreed that applicants wishing to work on a 'Job Share' basis will be considered on an individual basis. Since it is not possible for all posts to operate in this way, if you wish to enquire about 'Job Sharing' you should contact the Human Resources Section in the first instance.

Signature of Post holder Date



PERSON SPECIFICATION

POST TITLE Cleaner
DATE May 2016

FACTOR	ESSENTIAL OR DESIRABLE	METHOD OF ASSESSMENT
RELEVANT EXPERIENCE	Desirable Previous experience of cleaning in an industrial, County Council or Local Government environment	Application form and interview
	Desirable Knowledge of COSHH	Application form and interview
QUALIFICATIONS	Desirable Basic numeracy/literacy	Application form and relevant certificates
VOCATIONAL TRAINING	Desirable Basic health and safety, first aid awareness	Application form and interview, relevant certificates
JOB RELATED SKILLS	Essential Ability to read and understand written instructions	Application Form and Interview
	Essential Safe and effective use of cleaning chemicals	Interview
	Essential Ability to complete appropriate forms (rotas, timesheets, schedules, maintenance forms)	Interview
	Desirable Experience of using mechanised cleaning equipment and the safe storage of cleaning chemicals	Interview
PERSONAL ATTRIBUTES	Essential Sensitive to the needs of the customer	Interview
WORK CIRCUMSTANCE	Essential Cover for other staff during holidays and sickness	Application form and interview

The Company operates a No Smoking Policy

N.B. The above specification defines the minimum essential requirements of the job, but Active4Today will have regard to the Disability Discrimination Act and will make "reasonable adjustments" to help applicants with a disability achieve these standards. Compliance with all the requirements of the job description and person specification does not guarantee an interview. However, disabled candidates who meet the minimum essential criteria will be guaranteed an interview. It may be necessary to use additional criteria at the short listing stage.