

Corby Borough Council – Job Description

Cleaner

Service Area:	Housing & Neighbourhood Services Landlord Services
Reports To:	Supported Housing Team Leader
Responsible For:	N/A
Scale:	1

Overall Job Purpose:

To provide a high standard of cleaning and hygiene throughout sheltered accommodation communal areas.

Main Duties and Responsibilities:

(This list contains the main duties and responsibilities of the post holder but it is not an exhaustive list)

1. Cleaning of all communal areas
2. Follow laid down procedures for the Sheltered Scheme
3. Ordering cleaning materials
4. Maintain accurate stock control
5. Be responsible for cleaning standards
6. Reporting any building defects
7. Ensure safety of residents and visitors when cleaning communal areas
8. Follow laid down health and safety procedures
9. Promote customer care and quality performance
10. Ensure security of the building when on duty
11. Cover for other cleaning staff to maintain service provision
12. Undertake any reasonable allied duties as instructed in the context of the service responsibility and to work within the core values set by the council
13. Ensure that the Health and Safety of themselves and all others affected by their work is a priority and H&S procedures and policies are strictly followed and adhered to.

Additional Information / Local Agreements attached to this post

I have read and understood the job description and sign to accept the above terms and conditions of employment.

Employee Signature _____ Date: _____

Authorisation Signature _____ Date: _____

Corby Borough Council – Person Specification

The ideal candidate will be able to demonstrate the following skills, knowledge and experience

Criteria	Skills, Knowledge, Experience etc	Essential / Desirable	Method of Assessment
Education / Qualifications	Good general education	E	A
	Health and Safety qualification	D	A
	Manual Handling certificate	D	I
Skills / Experience	Experience in a similar capacity	E	I
	Dealing with the public	D	I
	Experience in fire alarm systems	D	A
	Record keeping/stock control experience	E	I
	Customer care skills	E	I
	Able to work to provided schedules of work	E	I
	Good communication skills	D	I
	Experience of working within supported environment	D	A
	Ability to prioritise workload	E	A
Miscellaneous	Committed to equality and diversity	E	A
	Customer focussed.	E	I
	Pro active flexible team player	E	I
	Able to travel between sites effectively and efficiently	E	A
	Ability to work on own initiative	E	I

