

JOB DESCRIPTION

Job information as shown on organisation chart

Job Title: Janitor/Cleaner	Post No:	Hoople Band: A
Service: Building Maintenance & Cleaning	Section: Cleaning	Location: Plough Lane
Organisational information: Responsible to: Cleaning Supervisor Key relationships/Functional links with: Internal: Cleaning Soft Services Manager, Operational Resources (Supervisors, Cleaning staff). External: Service users.:		
Main Purpose of Job: Working for Hoople Group, as a member of the cleaning team, the successful candidate will undertake cleaning and replenishment in areas as directed to ensure that Council owned premises are kept in a clean and hygienic condition in order to provide a professional and customer friendly service to Herefordshire Council tenants and their service users		
Main Responsibilities / Accountabilities: <i>The jobholder will be expected to complete the responsibilities / accountabilities effectively in order to deliver the key objectives of the organisation</i> Experience • Previous experience of cleaning work - Training will be provided Skills, knowledge and abilities • Excellent communication skills and the ability to work as a team • Excellent organisational skills • Self-motivation and the ability to identify and complete needed tasks without direct supervision • Knowledge of H&S safety requirements Business requirements • Ability and willingness to travel between sites within Herefordshire / market towns whilst not essential is desirable		
Job Activities: Cleaning of Herefordshire Council buildings including the following: • Sweeping, Vacuuming (accessible areas only) • Desk cleaning, emptying and waste bins (accessible areas only) • Kitchen cleaning • Toilet/ sink cleaning, floor mopping • Knowledge of cleaning chemicals, proper storage and disposal methods • Notify building management of any repairs required • Mix and dispose of all cleaning solutions/waste appropriately		

Other information:

Rate of pay £11.44 from April 2024

Manager Signature:		Date:	
Manager Name:	Terry Calder	Job title:	Soft Services Manager

Date Job Description last reviewed: March 2024