

# Job description



**Nottingham  
City Council**

## **Job title: CLEANER**

**Department: Growth & City Development**

**Service: Building Services**

**Grade: B**

**Post reference number:**

### **1. Job purpose**

To provide Cleaning service for City Council controlling building within their allotted area.

### **2. Principal duties and responsibilities**

1. To undertake the cleaning of Nottingham City Council building using the necessary chemicals and equipment.
2. To carry out a range of cleaning duties, including sweeping, vacuum cleaning, floor polishing, dusting, mopping, maintaining sanitary items, etc.
3. To comply with legislation, Council procedures and safe working practices, after training.
4. To report faults and hazards to their supervisor, as soon as possible.
5. To assist members of Building Cleaning staff with other duties, as required.
6. To undertake training relevant to their job, in order to ensure that their work is carried out to the highest possible standard.
7. To work on own initiative, unsupervised whilst carrying out their duties.
8. To have a help attitude towards customer needs, at all times.

**3. All staff are expected to maintain high standards of customer care in the context of the City council's Core Values, to uphold the Equality and Diversity Policy and health and safety standards and to participate in training activities necessary to their post.**

**4. All staff are expected to abide by the obligations set out in the Information Security Policy, IT Acceptable Use Policy and Code of Conduct in order to uphold Nottingham City Council standards in relation to the creation, management, storage and transmission of information. Information must be treated in confidence and only be used**

for the purposes for which it has been gathered and should not be shared except where authorised to do so. It must not be used for personal gain or benefit, nor should it be passed on to third parties who might use it in such a way. All staff are expected to uphold the City Council obligations in relation to current legislation including the Data Protection Act and Freedom of Information Act.

**5. This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer, the responsibility level of any other duties should not exceed those outlined above.**

**6. Numbers and grades of any staff supervised by the post holder:**

None

**7. Post holder's immediate supervisor: FM Team Leader**

**Prepared by/author:** Kitty Harvey  
**Job title:** Cleaning Operations Manager

**Date:** 04/07/2023

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**Note:** This section should only be included in job descriptions issued to employees and should not be sent to all job applicants.

I understand and accept the job duties and responsibilities contained in this job description.

**Signature:** .....

**Date:** .....

# Person specification



**Nottingham**  
**City Council**

## Job title: CLEANER

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**Service: Building Services**

**Grade: A**

**Post reference number:**

| Areas of responsibility                                  | Requirements                                                                                              | Measurement |   |   |   |   |
|----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|-------------|---|---|---|---|
|                                                          |                                                                                                           | P           | A | T | I | D |
| <b>Work to Promote mutual respect and good relations</b> | 1. Awareness of the importance of good customer care.                                                     |             |   |   | ✓ |   |
|                                                          | 2. Awareness of and commitment to Equal Opportunities                                                     |             | ✓ |   | ✓ |   |
| <b>Communication and Teamwork</b>                        | 1. Experience of being part of a team.                                                                    |             | ✓ |   | ✓ |   |
|                                                          | 2. Ability to work on own initiative to ask for help when required.                                       |             |   | ✓ | ✓ |   |
|                                                          | 3. Ability to communicate verbally with colleagues and customers.                                         |             |   |   | ✓ |   |
| <b>Technical</b>                                         | 1. Basic understanding of different cleaning methods and equipment.                                       |             | ✓ | ✓ | ✓ |   |
|                                                          | 2. Ability to carry a range of cleaning duties, including using different equipment and materials safety. |             |   | ✓ |   |   |
|                                                          | 3. Basic awareness of Health and Safety                                                                   |             | ✓ |   | ✓ |   |

|                                   |                                                                           |  |   |  |   |  |
|-----------------------------------|---------------------------------------------------------------------------|--|---|--|---|--|
| <b>Work Related Circumstances</b> | 1. A flexible attitude to work duties and location.                       |  |   |  | ✓ |  |
|                                   | 2. Prepared to work at other cleaning locations within the City boundary. |  | ✓ |  | ✓ |  |
|                                   | 3. Must live within the boundaries of Nottingham City Council.            |  | ✓ |  |   |  |

**P:** Pre-application    **A:** Application    **T:** Test    **I:** Interview    **D:** Documentary evidence

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