

City of Wolverhampton Council

Job Description

Job title:	Cleaner in Charge
Directorate:	Economy
Service:	Assets
Location:	Any suitable location within the City of Wolverhampton
Workstyle:	Fixed
Responsible to:	Area Cleaning Officer
Grade:	Grade 4

This post is subject to a satisfactory Disclosure and Barring Service (DBS) check.

Job Purpose and Role:

1. To provide direct supervision of the Cleaning Staff within a specific area of the Building Cleaning Contract and undertake any cleaning tasks as and when required.
2. To ensure services are provided in accordance with the specification of service to be provided for contracted service.
3. To liaise with Head Teachers, Managers and Heads of Departments on the provision and standard of the service.
4. To ensure that quality control procedures are complied with, and that control documentation are completed in line with the quality control policies.
5. To assist in identifying the training needs for cleaning staff and to actively participate in training as required, and to attend training courses as required, and to undertake on/off the job training to NVQ level.
6. To be totally flexible within the Catering and Cleaning Services across the City.

7. To assist the Area Cleaning Officer in preparing rotas for cleaning staff to ensure adequate staffing levels are maintained and that the most efficient use is made of available staff resources.
8. To ensure that temporary adjustments are made to rotas continuity of service.
9. To ensure that work schedules accurately reflect the workload and that the temporary adjustments are made to meet service requirements.
10. To be responsible for the day to day running of any specific area of the service.
11. To assist the Area Cleaning Officer for identifying and controlling issues and supplies e.g. equipment, cleaning materials and controlling issues and usages.
12. To ensure all defects are reported and that requisitions are completed for repairs.
13. To carry out cleaning staff appraisals.
14. To carry out site audit of equipment and chemicals yearly.
15. To ensure all necessary paperwork is completed on a daily basis.
16. To operate the Disciplinary and Grievance Procedure to level appropriate to the grade.
17. To liaise closely with the Area Cleaning Officer and report on a daily basis on the situation of service provision.
18. To act in accordance with the Council's Constitution and other Codes of Conduct.
19. To participate in staff development, appraisal, and training as appropriate, including continuous professional development.
20. To comply with the Council's agreed policies and procedures including but not limited to Health and Safety, and Equal Opportunities Policies, General Data Protection Regulations, Freedom of Information Act, Financial Management Regulations and other relevant Council and Government Regulations, Directives and City-wide priorities.
21. To undertake any other tasks, duties, and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Disability Discrimination Act 1995 as incorporated into the Equality Act 2010.

22. To participate in the wider development of the service and contribute to service improvement as required.

City of Wolverhampton Council is committed to Corporate Parenting.

“Corporate Parenting is the collective responsibility of the Council to provide the best possible care and protection for children who are looked after.”

Effective date

Signature of post holder

City of Wolverhampton Council

Person Specification

Job title: Cleaner in Charge

FACTORS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Qualifications		<ul style="list-style-type: none"> Educated to GCSE Level or equivalent 	Application Form Interview
Training	<ul style="list-style-type: none"> Willingness to undertake training as directed including NVQ Level 3 	<ul style="list-style-type: none"> Ability to train in use of rotary and other cleaning equipment 	Interview
Experience	<ul style="list-style-type: none"> Experience of cleaning 	<ul style="list-style-type: none"> Experience of stock ordering and control. Experience of working in a supervisory capacity 	Interview References Test Application Form
Special Knowledge/Skills	<ul style="list-style-type: none"> Good oral literacy and numeracy skills Communication skills 	<ul style="list-style-type: none"> Knowledge of COSHH Regulations 	Interview Test
Personal Qualities	<ul style="list-style-type: none"> Ability to work to deadlines Flexible attitude towards requirements of the post 	<ul style="list-style-type: none"> Ability to lead and motivate a team 	Interview
Commitment	<ul style="list-style-type: none"> To achieve standards of service to customers 		Interview