

TENDRING DISTRICT COUNCIL

JOB DESCRIPTION

Service : Building & Public Realm

Job Title: Sheltered Housing Cleaner

Post No: 10001179

Reports to: Facilities Manager

Grade: 1B

1. JOB PURPOSE

Ensuring cleanliness of sheltered unit communal areas and providing general cleaning where necessary.

2. JOB ACTIVITIES

- (a) General cleaning of communal areas to include corridors, communal lounge and kitchens.
- (b) General cleaning of guest rooms before and after use.
- (c) Washing guest room bedding.
- (d) Cleaning communal bathrooms and WC's.
- (e) Cleaning of glass in corridor fire doors.
- (f) Cleaning internal glass in communal rooms.
- (g) Sweeping the front entrance of the block.
- (h) Other duties as may be assigned from time to time.

3. SUPERVISION AND RESPONSIBILITIES

The post holder will communicate with other services and outside organisations at all levels.

To attain optimum performance in service delivery within your area of responsibility.

The post holder should seek the advice of the Facilities Manager on difficult or contentious decisions.

4. SPECIAL CONDITIONS

The post holder must comply with legislative requirements of health, safety and welfare ensuring good practice standards at all times.

To ensure proper adherence to the Council's Grievance, Disciplinary, Capability, Harassment and other personnel policies and procedures.

Take all possible reasonable steps to create a harmonious working environment using consultation, effective communication and team working techniques.

This job description is a guide to the duties the post holder will be expected to undertake. It is not required to be exhaustive or exclusive and will be changed as working requirements dictate.

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PERSON SPECIFICATION

Job Title: Sheltered Housing Cleaner

Post No: 10001179

It will help the assessment of your application if you ensure it addresses each of the requirements set out in this document.

9.1 PROFESSIONAL & TECHNICAL DEVELOPMENT

- Demonstrate Experience required for the job
- To obtain an NVQ Level 1 in Cleaning.

COMPETENCY REQUIREMENTS

The following competencies will be used in making the initial selection decision:

2.1 Working with People

- a. Demonstrates an interest in and understanding of others
- b. Adapts to the team and builds team spirit
- d. Listens, consults others and communicates proactively
- e. Supports and cares for others
- f. Develops and openly communicates self-insight such as an awareness of own strengths and weaknesses

3.1 Relating and Networking

- a. Establishes good relationships with customers and staff
- b. Builds wide and effective networks of contacts inside and outside the organisation
- c. Relates well to people at all levels
- d. Manages conflict
- e. Uses humour appropriately to enhance relationships with others

6.2 Delivering Results and Meeting Customer Expectations

- a. Focuses on customer needs and satisfaction;
- b. Sets high standards for quality and quantity;
- c. Monitors and maintains quality and productivity;
- d. Works in a systematic, methodical and orderly way;
- e. Consistently achieves project goals.

<p>The Post-holder should note that there are other competencies relevant to this role which may be used in the on-going appraisal of the post-holder. Please refer to the full Universal Competency Framework on the Council's Intranet.</p>
