

# TENDRING DISTRICT COUNCIL

## JOB DESCRIPTION

**Service :** Building & Public Realm

**Post No:** 10001036

**Job Title:** Part-Time Cleaner

**Grade:** 1B

**Reports to:** Facilities Manager

### 1. JOB PURPOSE

General cleaning of Tendring District Council establishments to specified standards.

### 2. JOB ACTIVITIES

- General cleaning duties.
- Any other duties as may be allocated by Supervisor or Facilities Manager.

### 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 Supervisor or 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 HR 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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<b>PERSON SPECIFICATION</b>
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**Job Title:** Part-Time Cleaner

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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>
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