



Job Description

Post: Cleaner

Grade: 4

Centre: London Wetland Centre

Directorate: Centre Operations

Reporting to: Buildings and Technical Manager

Main function of the post: To carry out general cleaning duties throughout the Centre ensuring it is clean and presentable at all times.

Supervisory responsibilities: None

Hours worked: 20 hours per week (on a rota to include week ends)

Main duties of the post:

1. Responsible for cleaning all public areas, permanent and portable buildings and surrounds including approaches, entrances, stairways, passages, toilets and inside windows etc in accordance with area schedules issued Line manager
2. Clean all office accommodation and other areas within the Centre's offices and buildings, including the emptying of bins and other receptacles, polishing and cleaning all floors, floor coverings and furnishings, walls, windows, frames and surrounds, lamps and all cloakrooms and toilets within the area. Keep telephones clean for hygiene purposes
3. Responsible for opening the centre and deactivating the Centre's alarm in the morning ensuring the security of the centre at all times
4. Share responsibility, at discretion of the line manager for cleaning rain shelters and other general duties as required
5. Ensure that the toilet disposables are replenished when necessary, complete daily check list and toilet check lists.
6. Maintain stock levels and ensure any problems in the visitor areas are brought immediately to the attention of Line or duty manager
7. Outside litter bins are emptied at regular intervals to ensure the grounds are litter free at all times

8. Operate machinery with proper regard to safety regulations, use all tools safely and correctly and observe and apply Health and Safety regulations at all times
9. Ensure the safety, welfare and enjoyment of the visiting public

In addition to the duties and responsibilities listed, the post holder is required to perform any other duties that may be assigned by Line manger shown above, from time to time

Date raised: May 2006

Date amended: Oct 2013

Person Specification

Qualifications/Training

Essential:

- Good basic education to GCSE standard or equivalent (D-G)

Desirable:

- Floor care training
- Customer care training

Experience

Essential:

- Previous cleaning experience

Desirable:

- Experience with commercial cleaning organisation
- Wooden floor maintenance and floor buffing machine experience

Managerial & Supervisory

Essential:

- No supervisory or managerial responsibilities

Type of staff	Number managed or supervised
Permanent Staff	0
Supervised / Managed	0
Volunteers / Casual Workers	0

Responsibility

Essential:

- Adhere to Health and Safety regulations to ensure the safety and welfare of colleagues and visitors
- Maintain a clean, tidy and presentable centre and grounds at all times
- Alarm code and key holder responsibility for opening the centre
- Ensure cleaning chemicals are stored in accordance with the COSHH legislation in the designated storage areas.

Levels of financial responsibility

Type of Responsibility	Level (£'s)
Expenditure (exc payroll)	0
Cash Handling	0
Assets (required for job, exc buildings)	Up to £10K
Visitors (per annum)	

Creative Ability

Essential:

- Ability to use initiative by raising any problems or issues with the appropriate manager

Contact

Essential:

- Working closely with other members of the cleaning team
- Ad-hoc contact with visitors to the centre

General Notes

This position requires a flexible approach to working hours to cover special projects or events.