



## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Cleaning Assistant
<b>LOCATION:</b>	Tavistock College
<b>RESPONSIBLE TO:</b>	Premises Manager
<b>GRADE:</b>	NJC Grade A
<b>HOURS OF WORK:</b>	Hours as per contract, 41 weeks per year (term-time plus 3 weeks periodic clean during school holidays*)

This document outlines the duties required for the time being to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time, which do not change the general character of the job or the level of responsibility entailed.

### **Job Purpose:**

To provide an appropriate level of cleanliness throughout a designated area, whilst being aware of the security needs. Designated areas may be subject to alteration.

To foster good working relationships within the College

### **Key Tasks:**

1. To undertake the cleaning of designated areas within the premises to ensure that they are kept in a clean and hygienic condition to meet the school's specification.
2. Duties will include cleaning, mopping, washing, sweeping, vacuum cleaning, buffing, emptying of litter bins, polishing and dusting of designated areas, which may include toilets, shower areas, fixtures and fittings, using where appropriate powered equipment. *Duties may vary between term and closure periods.*
3. To follow Health and Safety guidelines, report faulty machinery and equipment to the line manager.
4. To attend training sessions where requested.
5. To be aware of and adhere to the security needs of the premises.
6. To complete all forms as requested by management.
7. Report shortfall in stock requirements to line managers.

\*These weeks are to be worked in agreement with the Premises Manager, and are usually worked 1 week during the February half term and the last 2 weeks of the summer break.