

JOB DESCRIPTION: **Cleaner, Caretaker**
Reporting to: Site Manager
Other key relationships: Senior Site Technician, Cleaner

PURPOSE OF THE ROLE

The *Cleaner, Caretaker* is a member of a 2-person cleaning team responsible for all aspects of day-to-day cleaning across the Art School's sites, with a particular emphasis on communal areas, offices, corridors and toilet facilities as well as the locking up and unlocking the buildings. Liaising with the Site Manager, Senior Site Technician and other member of the cleaning team, the post holder will be required to work with due regard to health and safety and to alert the Site Manager of any health and safety and maintenance issues that become apparent. From time to time the *Cleaner, Caretaker* will be required to work flexibly to support the Art School's schedule of external facing events and undertake minor repair tasks on an occasional basis.

MAIN DUTIES AND RESPONSIBILITIES

The duties and responsibilities below are the normal expectations associated with the post.

Security :

- Locking up and opening the premises.
- *To include:*
 - Systematically checking that the premises have been vacated during the end of day lock up process
 - Making sure that windows are secured and lights, heaters and other equipment is turned off
 - Checking that alarms are correctly set

Cleaning:

- Undertaking the regular cleaning of the premises
- *To include:*
 - Hoovering for example Offices, Canteen, Reception
 - Cleaning the staff kitchen areas and office work surfaces
 - Undertaking routine cleaning and maintenance of toilets
 - Regular dry and wet cleaning of corridors, communal and toilet areas
 - Emptying bins
 - Cleaning areas as required after scheduled public facing events

Health & Safety responsibilities:

- Ensuring all Health & Safety and COSHH protocols are routinely followed during cleaning and caretaking activity
- Establish good daily housekeeping and waste disposal that promote a sound attitude to clean and safe working practices at the Art School

Support for external facing events:

- Oversee and clean premises after events and exhibitions in liaison with Site Manager/Senior Site Technician
- Ensure premises is securely locked down after events

Other duties:

- Undertaking some minor furniture repair tasks such as fixing door handles, window locks or changing light bulbs
- Occasional cover for the front desk/reception
- Undertake other duties of a reasonable nature, as may be determined by the post holder's line manager from time to time, in consultation with the post holder.

Miscellaneous:

It is the duty of the post holder not to act in a prejudicial or discriminatory manner towards members of staff, students, visitors or members of the public. The post holder should also counteract such practice or behavior by challenging and reporting it.

This is a description of the job as it is presently constituted. It is the Art School's practice to periodically review job descriptions to ensure that they accurately reflect the job that is required to be performed, or to incorporate proposed reasonable changes following negotiation with the post holder.

Key Reference documents:

- Staff Support and Development Handbook
- Staff Professional Code of Conduct
- Equality & Diversity Statement and Policy
- Protecting Dignity & Respect Policy
- Health & Safety documents and policies related to the post as identified by line manager