

JOB DESCRIPTION: Morning Cleaner

Reporting to: Site Manager
Other key relationships: Senior Site Technician, Reception
Working Hours: 9:00 – 14:00
Working Days: Monday - Friday for 39 weeks of the year
Salary: £15 per hour

PURPOSE OF THE ROLE

The *Morning Cleaner*, is a member of cleaning team responsible for disinfecting and cleaning communal areas of the Art School's sites, with a particular emphasis on toilet facilities. 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 COSHH and Health and Safety. The *Cleaner*, will be required to work from Monday to Friday for 39 weeks of the year on five-hours per day basis providing high standard of cleaning and meet Art School's hygiene demand.

MAIN DUTIES AND RESPONSIBILITIES

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

Cleaning:

- Undertaking the daily cleaning and disinfecting of the premises
- *To include:*
 - Cleaning taps, sinks, urinals work surfaces
 - Undertaking routine cleaning and maintenance of toilets
 - Everyday wet cleaning of toilet floors
 - Disinfecting toilet door handles
 - Cleaning and disinfecting any other areas specified by Art School

Health & Safety responsibilities:

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

Other duties:

- 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 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