

Position Title: Part Time Cleaner	Salary Range: £15,808 FTE, pro rata £11,856
Department: Facilities	Job Level: Grade 4
Short Description: Cleaning of Main Auditorium, Foyer entrances, Foyer, Discovery Suites 1 & 2, Ridley Suite Meeting Room and Comms Room.	Supervises: N/A
Cost Centre: Facilities and Admin	Supervised By: Facilities Caretaker

GENERAL DUTIES AND RESPONSIBILITIES

You will undertake general cleaning duties every week within key areas of MKCC ensuring that the facilities are clean and welcoming for all visitors to our centre.

JOB SCOPE

Cleaner is responsible for:

- Emptying waste bins and transporting waste material to waste collection point;
- Sweeping hard floors (including auditorium stage) with brushes or dust control mops;
- Mopping hard floors with wet or damp mops;
- Vacuum cleaning carpeted areas (including Discovery 1 stage) and “spot” cleaning carpets;
- Vacuum entrance matting;
- Dust, damp wipe, wash or polish furniture, ledges, window sills, internal doors and architrave, external surfaces of display cabinets, radiators, shelves and fittings;
- Undertake wall washing or inside window pane cleaning;
- Using cleaning chemicals following appropriate training and instruction from the Facilities Caretaker;
- Ensuring the health and safety of other building users whilst undertaking their duties at all times;
- Carrying out any other reasonable duty within the overall function of the job as requested by the Facilities Caretaker.

HELPFUL CHARACTERISTICS

People Focused – Authentic – Accountable – Loyal – Trustworthy – Flexible – Proud of job well done – Punctual – Reliable – Hard working – Takes Initiative – Happy to work alone – Organised – Able to manage time and prioritise tasks – Honest

COMPETENCIES/SPECIFIC EXPERIENCE OR TRAINING PREFERRED:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge, Skills and abilities

- Relevant cleaning experience
- Physically fit and able to clean large floor spaces
- Ability to implement health and safety requirements to ensure safe working practices

Name _____

Date _____