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**Job Description**

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| **Job title:** | **Cleaner Porter** |
| **Department/School:** | **Estates Facilities** |
| **Grade:** | **2** |
| **Location:** | **University of Bath Campus** |

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| **Job purpose** |
| Working as part of a team you will be required to clean and maintain standards of cleanliness within your designated areas.  You will also be required to undertake basic office maintenance and unlock and lock University premises and rooms as directed.  You must have an awareness of Health and Safety issues and a thorough and methodical attitude to work. |

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| **Source and nature of management provided** |
| Team Leader |

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| **Staff management responsibility** |
| None |

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| **Special conditions** |
| The post holder due to the nature of the work must be able to lift and carry a reasonable weight  A uniform and footwear will be provided and must be worn, personal protective equipment and training will be provided as appropriate to the post. |

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| **Main duties and responsibilities** | |
| **1** | The vacuuming and cleaning of assigned rooms, corridors and toilet facilities, using machines, brushes, mops and dusters as appropriate. |
| **2** | Cleaning windows and mirrors. |
| **3** | Emptying general waste and recycling binswithin buildings and removing to external bin areas. |

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| **4** | Unlocking and locking of University premises, rooms, offices, etc. |
| **5** | Keep cleaning areas and space clean and tidy at all times and cleaning equipment and materials safely stored away. |
| **6** | Report anything in need of repair or replacement to the appropriate person, e.g. your team leader. |
| **7** | Be familiar with the required care standards and regulations governing your job. |
| **8** | Maintain polite and good communication with your colleagues and staff at all times. |
| **9** | Direction of visitors and dealing with general enquiries**.** |
| **10** | To assist with conference connected work, e.g. displaying signs, setting up rooms, assisting conference delegates with their general enquiries. |
| **11** | Show initiative to anticipate problems arising with daily duties, conference and examinations work. |
| **12** | Removal, repositioning and setting up furniture. |
| **13** | Assist with setting up, including laying-out of examination rooms, to include all examination materials required. |
| **14** | Basic office maintenance, e.g. changing light bulbs, cleaning of carpets and windows as requested. |
| **15** | Moving of furniture, equipment, printing, etc., across the University campus. |
| **16** | Computer work to include completing and reporting repairs as required to Estates, and accessing the University's Employee Self Service computer database. |
| **17** | Undertake Health and Safety training to include lifting and carrying as required. |
| **18** | Be prepared to receive and undertake further training as required. |
| **19** | Duties will be undertaken across all University buildings, including those located in the City of Bath. (All post-holders should note that they could be requested to change building / work location at any time as required). |
| You will be encouraged to actively promote energy saving measures to colleagues whilst at the same time minimising your own environmental impact, using resources with minimum waste and increased recycling. | |
| You will from time to time be required to undertake other duties of a similar nature as reasonably required by your line manager. | |

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**Person Specification**

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| **Criteria** | **Essential** | **Desirable** |
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| **Qualifications** |  |  |
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| NVQ2 or BTEC in Cleaning (training provided if not already obtained) |  | ✓ |
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| Good level of numeracy and literacy both in spoken and written English language. | ✓ |  |
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| Have a basic level of computer literacy.­­­­ | ✓ |  |
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| **Experience and Knowledge** |  |  |
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| Understanding of basic Health and Safety and COSHH requirements commensurate to the post | ✓ |  |
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| Previously worked in a physically demanding position and able to demonstrate a reasonable level of fitness. | ✓ |  |
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| **Skills** |  |  |
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| Experience in a similar role. | ✓ |  |
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| **Attributes** |  |  |
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| Good customer service skills and ability to communicate with staff, students and visitors at all levels. | ✓ |  |
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| Demonstrate the ability to be flexible in working alone and on own initiative as well as integrate within a team. | ✓ |  |
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| Show a willingness and enthusiasm to add value to the operation.  Smart appearance - a uniform and safety shoes will be provided and must be worn. | ✓  ✓ |  |
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| Able to work additional hours when required |  | ✓ |
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