

## Job Description

<b>Job title:</b>	<b>Cleaner/Porter</b>
<b>Department/School:</b>	<b>Arts</b>
<b>Grade:</b>	<b>2</b>
<b>Location:</b>	<b><i>The Edge, Claverton Down, Bath</i></b>

### Job purpose

Working as part of a team of Cleaner/Porters you will be required to clean and maintain high standards of cleanliness within *The Edge*, a busy building with a range of specialist and multi-purpose spaces for arts activities including performances, exhibitions and rehearsals, as well as academic teaching, conferences, meetings and catering.

You will also be required to undertake portering duties on a regular basis to support the full range of events in the building. This will include moving furniture between spaces and setting up rooms in different configurations depending on the nature of each event, as directed by the Facilities Co-ordinator.

You must have an awareness of Health and Safety issues, as well as a thorough, methodical but highly flexible attitude to work that is suited to a busy and fast-paced environment.

### Source and nature of management provided

The role is managed by the Facilities Co-ordinator, who has responsibility for co-ordinating day-to-day operations in *The Edge*.

### Staff management responsibility

None

### Special conditions

1. Due to the nature of the work, the post-holder must be able to lift and carry a reasonable weight.
2. A uniform and footwear will be provided and must be worn. Personal protective equipment (PPE) and training will be provided as appropriate to the post.
3. The role requires flexibility and availability to work on a five days out of seven contract between 7am and 11pm. The duties of the role are such that work outside building opening hours will also be necessary. Where this is applicable, adequate notice will be given.

<b>Main duties and responsibilities</b>	
<b>A</b>	<b>Cleaning &amp; Portering</b>
<b>1</b>	Clean rooms and public areas (internal and external) according to a daily/weekly schedule, including corridors, toilet facilities, windows and mirrors. Use a variety of machines, brushes, mops, cloths and dusters as appropriate.
<b>2</b>	Empty general waste and recycling bins, removing to the external bin store.
<b>3</b>	Keep cleaning areas and spaces clean and tidy at all times, storing cleaning equipment and materials safely away.
<b>4</b>	Report anything in need of repair or replacement to the Facilities Co-ordinator.
<b>5</b>	Assist with the setting up of events and activities as directed by the Operations Co-ordinator. This will include regularly moving furniture, equipment and materials within and between spaces, plus set-up of furniture in different configurations depending on the nature of each event and take-down following the activity.
<b>6</b>	Help to move furniture and equipment from and to other buildings on campus as required.
<b>C</b>	<b>Health &amp; Safety and Training</b>
<b>7</b>	Undertake Health & Safety training as required. This will include manual handling, fire safety awareness, fire warden, infection control and COSHH. Be prepared to undertake further training as needed.
<b>8</b>	Be familiar with the required care standards and regulations governing your job.
<b>D</b>	<b>General</b>
<b>9</b>	Maintain polite and good communication with your colleagues, occupiers and visitors at all times. Be prepared to assist visitors by dealing with general enquiries, including directing around the building.
<b>10</b>	Show initiative to anticipate problems arising with daily duties, including cleaning and portering work.
<b>11</b>	Undertake basic computer tasks, including online training modules and accessing the University's Employee Self Service database to update personal details and book holidays.
<p>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.</p> <p>You will from time to time be required to undertake other duties of a similar nature as reasonably required by your line manager.</p>	

## Person Specification

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