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**Job Description**

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| **Job title:** | Morning Cleaner |
| **Department/School:** | Sports Development |
| **Grade:** | 2 |
| **Location:** | Sports Development Facilities |

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| **Job purpose** |
| 1. To assist in the efficient, effective and economic delivery of services and the utilisation of resources to fulfil the requirements of the University of Bath within the Sports Department
2. Under the direction of the Cleaning Team Leader, Morning Cleaning Supervisor and Shift Managers, ensure that the sports facilities and associated areas are cleaned and maintained to the standards as directed by the Sports Facility Manager.
3. To ensure that the Facilities are always operational in accordance with all current legislation and statutory requirements (in particular the Health & Safety at Work Act 1974).
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| **Source and nature of management provided**  |
| Cleaning Team Leader / Facilities Manager STV |

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| **Staff management responsibility** |
| N/A |

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| **Career and Professional Development Activities** |
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| **Special conditions**  |
| Working 25 hours per week Mon-Fri 0400-0900 |

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| **Main duties and responsibilities**  |
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| **1** | Undertake Porterage of Facility furniture and equipment. |
| **2** | To clean any areas designated by the Morning Cleaning Supervisor, ensuring that sports facilities and associated areas are cleaned and maintained to the standards as directed by the Sports Facility Manager. |
| **3** | Assist with the maintenance of the Sports Institute Facilities, refill soap and toilet roll dispensers. |
| **4** | Report defects to the Shift Manager/Sports Facility Manager. |
| **5** | Be prepared to undertake training and development of skills related to the duties of the post |
| **6** | To keep regular checks on all sports facilities and equipment to ensure repairs and hygiene are maintained. |
| **7** | To apply to all COSHH (Control of Substances Hazardous to Health) Regulations. |
| **8** | Ensure correct Personal Protective Equipment (PPE) is worn, if needed, if dealing with chemicals. |
| **9** | To ensure regular maintenance checks are carried out on all cleaning machines and kept to a hygienic standard and are in a good state of repair. |
| **10** | To ensure outside refuse areas are always clean and tidy. |
| **11** | To ensure we comply with the University’s Green Impact energy scheme in which all recyclable goods are sorted correctly into the correct areas. |
| **12** | Carry out such duties as required by the Morning Cleaning Supervisor within the scope of the post. |
| **13** | To ensure excellent customer service and to ensure safety measures are adhered to all times.  |
| **14** | To ensure all cleaning store cupboards are tidy and that all chemicals are stored correctly in accordance to the COSHH standards. Inform Line Manager of stock levels in a timely manner  |
| **15** | To ensure that all Normal Operating Procedures and Emergency Action Plans are adhered to at all times. |
| 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** | **Assessed by** |
|   |   |   | A/F | I/T | R |
| **Qualifications** |  |  |  |  |  |
| COSHH training |  | X | X |  |  |
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| **Experience/Knowledge**Previous cleaning experience Previous cleaning experience in Multi Sports Complex Health and safety at work |  | XXX | X | XX |  |
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| **Skills** |  |  |  |  |  |
| Working with Cleaning MachinesHandling cleaning chemicals  |  | XX | X | X |  |
| Basic IT knowledge |  | X | X |  |  |
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| **Attributes** |   |  |  |  |  |
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| Ability to work as part of a teamCourteous and polite | XX |  |  | XX |  |
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Code: A/F – Application form, I/T – Interview/Test, R – References