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| **CLEARNER PLUS-BUILDING**  **SALARY GRADE: [INSERT JOB GRADE HERE]** | Halton Borough Council  resourcing@halton.gov.uk |
| Working at Halton | |
| All our colleagues at Halton have made a positive commitment to delivering great outcomes for our communities. Whoever joins us will share that passion for outstanding service, and strongly align with the values which define our workplace culture:   * Working Together – building fantastic relationships with colleagues and customers * Continuous Improvement – Keeping great service delivery at the heart of everything we do * Personal Growth – Learning, growing and developing ourselves * Accountability – doing what we say we are going to do * Inspiring Leadership – positive roles models and leading by example   *To read more about our values, click* [*HERE*](https://haltoncouncilcareers.co.uk/values/)  **We are immensely proud that when asked what’s great about working for Halton, the most popular response from our workforce has been ‘*our colleagues’*.**  Aside from working with a great team, our employees have access to a fantastic range of benefits, including:   * A generous annual holiday allowance starting at 34 days per year (including bank holidays), increasing with long service * Membership of our defined benefit, salary-linked pension scheme with generous Employer Contributions * 3 x Salary Life Cover via Local Government Pension Scheme * Investment in your personal development * Free Car Parking at HBC sites * Extensive employee benefits platform including discounted shopping, car leasing ,gym membership, wellbeing hub and Employee Assistance Programme   *For further information about all the benefits we offer, please click* [*HERE*](https://haltoncouncilcareers.co.uk/benefits/)*.* | |
| About the Job | |
| To take responsibility for cleaning buildings to the standard set by the In-House Cleaning Contract. To either open or close site ensuring all areas are secured and alarmed or disarmed, ensuring own safety.  More specific responsibilities include:   |  | | --- | | 1. Provide a good standard of cleaning to all buildings working within health & safety guidelines and meeting current legislation. | | 1. To ensure sites are secure each day, opened to staff and public and secured and alarmed after each shift, ensuring own safety. Report any issues with alarms and opening/closing to the supervisor or caretaker on duty. | | 1. Complete on a daily basis, all duties including Job Card using specific floor plans. | | 1. Wear, at all times, appropriate uniforms and other PPE as supplied in accordance with health & safety legislation. 2. Undertake any training required to provide a safe service | |  | | 1. Take care of corporate assets, bringing any defects to the attention of the line manager. | | 1. Responsibility for completion of personal timesheet ensuring it arrives timely into the office on a monthly basis. | | 1. Ensure good housekeeping, keeping cleaning stores clean and tidy ensuring implements stored correctly. | | 1. Be vigilant and report any potential risks within your work area to your line manager preventing unnecessary incidents. | | 1. Cleaning tasks may include any of the following for which training will be given: vacuuming, mopping, damp wiping, toilet/urinal cleaning, wall washing, carpet cleaning, stripping and polishing floors. | | 1. Follow audit requirements, Sign attendance book correctly or use the council time recording system, increase productivity by arriving into the work area on time and leaving after fulfilling the contractual hours. | | 1. The Council is committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and expects all staff to share this commitment. | | 1. Undertake any other duties and responsibilities as may be assigned from time to time by the cleaning supervisors and Lead office Cleaning Services which are commensurate with the grade of the job. | | 1. Undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job. |   The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment. | |
| About You | |
| You will have a BICS or NVQ Qualification  In addition you will have:   * Experience of having worked as a cleaning operative. * A good knowledge of all cleaning tasks, Health & Safety and safe systems of work. * Have the ability to be flexible and be committed to team or lone working * A positive attitude, and have commitment and pride in your job * Willingness to work overtime when required. * Willingness to take on any duties that are reasonably requested by management/site manager. * Willingness to partake in training. * Confidence in setting alarms and securing sites.   The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment. | |
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