Job Description & Person Specification

Job Title	Cleaner
Division/Location	Barnsley
Reporting to	Cleaning Supervisor
Weekly Hours	As advertised
Grade/Salary	£18,278.00 pro rata over 23, £17,662.32 pro rata under 23

Job Description

The Role:

To carry out specified cleaning duties.

Main Responsibilities:

- Carrying out routine and non-routine (if applicable) cleaning duties in accordance with the cleaning specification.
- Effective and safe use of cleaning equipment, chemicals and products as per the training received .
- Carrying out safe method of manual handling and safe use of step ladders after training .
- Working safely so that the employee, colleagues, customers and members of the public are not put at risk.
- Undertaking specified training and development as required

Other Duties
The duties listed are not exhaustive and may be varied therefore the post holder will be expected to undertake other duties as appropriate to the role and as requested by his/her line manager, including:

- Carrying out duties appropriate to the grade of the post, including occasional travel to other offices as required.
- Promoting continuous improvement and delivering demonstrable high-quality products and services which embrace quality standards.
- Demonstrating personal commitment to the Norse Way CSR Strategy.

Approval/Review Date			
Approved by Operations Director:		Date:	
Approved by HR Director:		Date:	

Person Specification			
Category	**Requirement**	**Essential or Desirable**	**Assessment Method** Application Form (AF) Interview (I) Test(T)
Qualifications/ Knowledge/ Training	Trained to industry recognised standard.	Desirable	AF/I
Experience	Floor buffering experience. Previous cleaning experience.	Essential Desirable	AF/I AF/I
Skills/Abilities	Able to work alone or as part of a team. Physical ability to use industrial cleaning equipment e.g. buffing machines. Ability to carry out tasks involving lifting and climbing. Ability to accurately carry out verbal and written instructions. Ability to follow Health and Safety instructions. Good communication skills.	Essential Essential Essential Essential Essential Desirable	AF/I AF/I AF/I AF/I AF/I AF/I
Other Requirements			

General

Job descriptions are accurate at the time of compilation but are open to change and therefore will be subject to regular review.

It is the individual's responsibility to take reasonable care for the Health, Safety and Welfare of themselves and others in accordance with the Health & Safety at Work Act (1974) and associated Company policy and procedures.

The individual is required at all times to comply with the provisions of the Data Protection Act 2018 (DPA) and the General Data Protection Regulation (GDPR) and with any policy introduced by the Company to comply with the Acts.

We are committed to employment practices and behaviours which encourage diversity, promote equality of treatment and eliminate unlawful and or unfair discrimination.

Our Values

You will be expected to promote and adhere to the workplace values of our organisation:

Quality – We strive to deliver outstanding quality and make business excellence the standard by which we measure ourselves.

Innovation – We embrace new ideas and have the courage to be creative so our services are delivered in the most effective and safe way possible.

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