

# BORDERS COLLEGE

## JOB DESCRIPTION

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<b>Job Title</b>	Cleaner
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<b>Post Holder</b>	
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<b>Accountable To</b>	Facilities Cleaning Team Leader
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<b>Responsible For</b>	Providing an effective and efficient Cleaning Service.
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<b>Department</b>	Facilities
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**Overall Purpose of Job**  
As part of a team of, provide a Cleaning Service to ensure high standards of cleanliness at the Galashiels Campus.

- Main Duties and Responsibilities**
- To
- Provide a cleaning service for both Scottish Borders College and Heriot Watt Campus.
  - Empty bins
  - Replace bin liner
  - Ensure recycling is in the correct bin
  - Sanitize bins
  - Vacuum carpets, upholstered chairs
  - Ensure all litter is lifted from floors and furnishings
  - Sweep floors, stairs and lifts
  - Mop floors, stairs and lifts
  - Wash/Polish tables, desks, chairs, walls, furniture, ledges, lockers and skirting boards, doors, door plates and walls
  - Remove footprints, finger-marks, chewing gum from walls, furnishings, hard flooring and carpets
  - Clean wipe boards, windows, rails in corridors, trunking, air vents, radiators, glass, mirrors and windows
  - Clean and sanitize toilet bowls/seats, urinals, door handles/panels, hand driers, hand basins, fridge, showers, microwaves, workshop sinks, water machines and splash boards
  - High dusting
  - Lift chairs onto tables for cleaning the floors
  - Cleaning bodily fluids, food and drinks
  - Shampoo carpets
  - Scrub and apply polish floors with machine
  - Secure all windows and doors

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- Operate machines e.g. hoovers, floor scrubbers, carpet shampooers and bin crusher
- Replenish stock for departmental use
- Respond to cleaning Emergency's e.g. Blocked toilets and Spillages
- Maintain a clean and tidy environment.
- Comply with College systems for Quality, Health and Safety and Equal Opportunities.
- Be responsible for health and safety within own work area.
- Be responsible for security in carrying out duties in own work area.
- Respect the confidential nature of any documents on desks or in any other locations.

- Attendance at internal and external meetings as required

To undertake Personal and Professional Development:

- Adopt flexible working methods to meet the changing needs of the College
- Develop and maintain high quality standards appropriate to the post
- Develop and maintain professional standards and expertise by undertaking relevant professional development

To demonstrate appropriate Competency and Behaviours:

- Promote and comply with legislation including Health and Safety, Equalities and Inclusion, General Data Protection Regulation, Prevent and Safeguarding
- Conduct yourself at all times in line with our college values and behaviours
- Comply with College Policies and Procedures relating to Staff and Students

You may also be required to:

- To support the work of the College in terms of recruitment, marketing and resourcing as required
- Undertake any other duties appropriate for the efficient and effective management of the College as directed

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The above mentioned duties and responsibilities represent the current situation and may change over time to reflect the changing needs and requirement of the College.

Signed ..... Date .....  
(Staff Member)

Signed ..... Date .....  
(Line Manager)

## JOB & PERSON SPECIFICATION

<b>QUALIFICATIONS</b>	<b>Essential or Desirable</b>
Good standard of education	Desirable

<b>KNOWLEDGE</b>	<b>Essential or Desirable</b>
Good general understanding of cleaning requirements	Desirable

<b>EXPERIENCE</b>	<b>Essential or Desirable</b>
Previous experience in a cleaning role	Desirable
Previous experience working in a multidiscipline environment	Desirable
Previous experience working in an educational environment or with members of the public	Desirable

<b>INTERPERSONAL SKILLS AND ABILITIES</b>	<b>Essential or Desirable</b>
Ability to develop positive working relationships with individuals at all levels (internal and external) and to promote the College	Essential

<b>OTHER ABILITIES/QUALITIES</b>	<b>Essential or Desirable</b>
Effective prioritisation and organisational skills	Essential
Able to plan ahead and anticipate support needs	Essential
Capacity to work under pressure	Essential
Ability to work effectively within a team	Essential
E-literate and competent in using PC.	Desirable
Have a strong sense of purpose and the drive to achieve agreed goals	Essential
Ability to maintain a tidy and organised workspace	Essential

<b>ATTITUDES AND BELIEFS</b>	<b>Essential or Desirable</b>
Commitment to continuous professional development	Essential
Commitment to high professional and personal standards of work and conduct	Essential
A personal commitment to keeping your professional knowledge up to date and improving your capabilities. Formally recording your	Essential

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learning to show that you are actively committed to the development of your career	
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<b>WORK-RELATED CIRCUMSTANCES</b>	<b>Essential or Desirable</b>
The ability to be flexible and provide support to other team members	Essential