

BORDERS COLLEGE

JOB DESCRIPTION

Job Title	Supply Cleaner
Post Holder	Vacant
Accountable To	Facilities Team Leader
Responsible For	Providing an effective and efficient Cleaning Service.
Department	Facilities

Overall Purpose of Job

As part of a team of, provide a Cleaning Service to ensure high standards of cleanliness at Scottish Borders Campus.

Main Duties and Responsibilities

General Duties

- Maintain a clean and tidy environment.
- Comply with College systems for Quality, Health and Safety and Equal Opportunities.
- Vacuum, dust, polish, mop, and use the cleaning equipment provided, as appropriate.
- Cleaning toilets, catering areas and general spills.
- Empty waste paper and other bins, segregating as appropriate.
- Respect the confidential nature of any documents on desks or in any other locations.
- Be responsible for health and safety within own work area.
- Be responsible for security in carrying out duties in own work area.

Personal and Professional Development

- Adopt flexible working methods to meet the changing needs of the College.
- Take part in any training and development activities identified as appropriate to the post.

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)

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JOB & PERSON SPECIFICATION

QUALIFICATIONS	Essential or Desirable
Good standard of secondary education	Desirable
KNOWLEDGE	Essential or Desirable
Understanding of cleaning procedures and schedules	Desirable
EXPERIENCE	Essential or Desirable
Cleaning experience in a multidisciplinary environment preferably education	Desirable
INTERPERSONAL SKILLS AND ABILITIES	Essential or Desirable
Ability to develop positive working relationships with individuals at all levels (internal and external).	Essential
OTHER ABILITIES/QUALITIES	Essential or Desirable
Effective prioritisation and organisational skills	Essential
Capacity to work under pressure	Essential
Ability to work effectively within a team	Essential
Experience in using PC for in-house training and communication.	Desirable
Ability to maintain a tidy and organised workspace	Essential
ATTITUDES AND BELIEFS	Essential or Desirable
Commitment to high professional and personal standards of work and conduct	Essential
WORK-RELATED CIRCUMSTANCES	Essential or Desirable
The ability to be flexible and provide support to other team members	Essential