
THE POST

School/Service: Campus Services (<http://www.exeter.ac.uk/campuservices/>)

Post: Cleaner

Grade: B

Reporting To: Cleaning Supervisor

Job Description

Main purpose of the job:

To undertake cleaning duties within various buildings.

Main duties and accountabilities:

- To be responsible to the Cleaning Supervisor in charge of the building for carrying out various cleaning tasks and responsibilities.
- To carry out routine and occasional cleaning tasks in all areas of the building(s), which are the responsibility of the relevant Manager in charge to keep a clean and hygienic condition, including staff rest rooms and kitchens.
- The post holder will be expected to be flexible in their approach and when necessary move to other areas of the campus to clean
- General cleaning to include stairs, corridors and toilets.
- Be able to follow instructions and clean to the BICSc standard (training will be given)
- A weekly cleaning schedule will be provided listing the normal routine you will follow. It may be necessary to vary this at the discretion of the supervisor in charge due to differing uses of the building and to sickness and holiday absence.
- Attend all mandatory training courses along with those identified by your line manager/supervisor as necessary to carry out your job to the best of your ability.
- To work within the Health & Safety at work act. The postholder has a legal duty to take reasonable care for all health & safety both for themselves and others who may be affected by their actions.
- Wear the Uniform issued to you at all times whilst on duty.
- Personal appearance & hygiene – To maintain a good personal appearance and personal hygiene both to comply with health & safety regulations and maintain standards which customers will accept of the University.
- Safe working practices – To work in a safe manner using equipment safely and cleaning materials according to instructions; wearing the protective clothing that is provided and maintaining a safe environment for others to work in. To be aware of emergency procedures and fire points and equipment and report all accidents.
- Hygiene practices – To maintain appropriate hygiene practices in cleaning and associated activities.
- Effective working – To avoid waste and work methodically.
- Interpersonal skills – To give and receive information effectively, to maintain a good attitude to customers and work well as a member of the team.
- Carry out light portering tasks as required.

This job description summarises the main duties and accountabilities of the post and is not comprehensive: the post-holder may be required to undertake other duties of similar level and responsibility.

Person Specification

Competency	Essential	Desirable
Skills and Understanding	Excellent customer care skills Be able to participate in the lifting & moving of items e.g. furniture.	
Prior Experience		Previous experience in a similar role.
Behavioral Characteristics	<p>Good timekeeping.</p> <p>Be able to follow instructions.</p> <p>Work within a team.</p> <p>Be approachable.</p> <p>Have good interpersonal skills and be able to communicate to colleagues and customers.</p> <p>To maintain a good personal appearance and personal hygiene both to comply with health & safety regulations and maintain standards which customers will accept of the University.</p> <p>Flexible in their approach and when necessary move to other areas of the campus to clean.</p>	

Hours of work

Various Hours of work are available; please see the hours available below:

P62928	20 hours	Mon-Fri	6am-10am	Harrison
P20677	20 hours	Mon-Fri	6am-10am	PCC
P42962	20 hours	Mon-Fri	6am-10am	Str.Court
P51010	20 hours	Mon-Fri	7.30am-11.30am	LSI
P51005	20 hours	Mon-Fri	7.30am-11.30am	LSI
P44986	20 hours	Mon-Fri	2.30pm-6.30pm	LSI
P20504	20 hours	Mon-Fri	6am-10am	Queens
P51008	20 hours	Mon-Fri	3pm-7pm	Str.Court
P47999	16 hours	Mon-Fri	6am-9,12pm	St Lukes
P66108	16 hours	MTTF 42 weeks	9am-1pm	Birks
P66109	16 hours	MTTF 42 weeks	9am-1pm	Exeter Halls
P20987	15 hours	Mon-Fri	7am-10am	Cornwall House
P20539	15 hours	Sat/Sun	8.30am-3.30/4.30	Forum
P42391	16 hours	Sat/Sun	2pm-10pm	Forum
P42763	16 hours	Sat/Sun	7.30am-3.30pm	Forum
P40623	16 hours	Sat/Sun	2pm-10pm	Forum

Hours of work will be worked by arrangement with your line manager.

Please clearly state in your supporting statement, your preferred post/s as per the listed included in the Hours of Work section in the job description.

In your supporting statement, you should also clearly demonstrate how you meet the Essential and Desirable criteria stated in the Person Specification.

Informal Enquiries

Before submitting an application you may wish to discuss the post further by contacting Mark Williams on mark1.williams@ex.ac.uk.

Terms & Conditions

Our Terms and Conditions of Employment can be viewed [here](#).

Further Information

Please see our [website](#) for further information on working at the University of Exeter.