

**ROCHDALE BOROUGH COUNCIL**  
**JOB DESCRIPTION**

|                        |                                                                                                   |
|------------------------|---------------------------------------------------------------------------------------------------|
| <b>SERVICE:</b>        | <b>NEIGHBOURHOODS</b>                                                                             |
| <b>SECTION:</b>        | <b>FACILITIES MANAGEMENT</b>                                                                      |
| <b>LOCATION:</b>       | <b>Various locations throughout the borough</b>                                                   |
| <b>JOB TITLE:</b>      | <b>Casual Cleaner</b>                                                                             |
| <b>Grade:</b>          | <b>1</b>                                                                                          |
| <b>Salary:</b>         | <b>Rochdale Council pay the Local Living Wage (LLW),<br/>£12.60 per hour for each hour worked</b> |
| <b>Accountable To:</b> | <b>Senior Area Manager/Assistant Area Support<br/>Manager/Caretaker</b>                           |
| <b>Hours of Duty:</b>  | <b>Various hours available between 2 shifts<br/>6:00-8:30am &amp; 3:30-6:30pm</b>                 |

**Any Special Conditions**

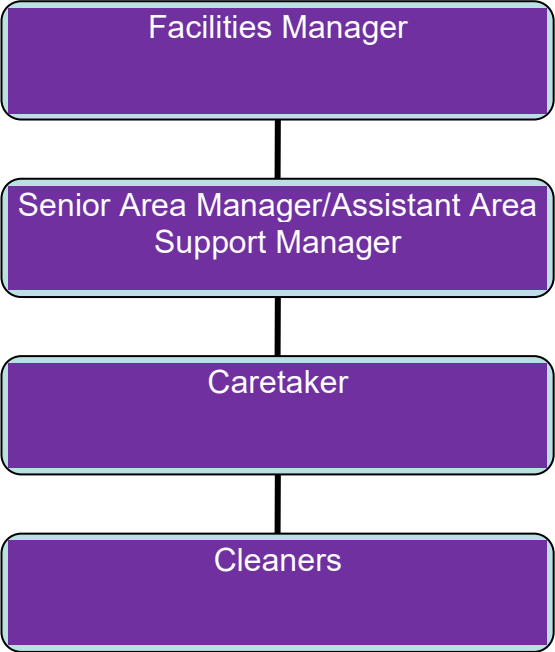
**of Service:** Subject to an Enhanced Disclosure & Barring Service check.

As the post is subject to a Disclosure and Barring background check, please be advised that this check must be undertaken by Rochdale Borough Council. We are unable to accept a certificate undertaken by a third party unless you have subscribed and maintained membership of a DBS Update Service.

The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the building which is wholly owned, leased or operated and occupied by ROCHDALE BOROUGH COUNCIL

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect staff to share this commitment

**Organisational Chart**



## **PURPOSE AND OBJECTIVES OF THE JOB**

To undertake, individually or as part of a team, the cleaning of designated premises and associated accommodation to ensure that they are kept in a clean and hygienic condition.

### **Control of Resources**

#### **Personnel**

**N/A**

#### **Financial**

**N/A**

#### **Equipment/Materials**

Cleaning materials, electrical and non-electrical equipment and reporting faults and defects to your immediate supervisor.

#### **Health/Safety/Welfare**

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

#### **Equality and Diversity**

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

#### **Training and Development**

The post holder will be responsible for the assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

#### **Relationships (Internal and External)**

##### **Internal**

Immediate supervisor, Group Supervisor, Area Manager and designated Officers of the Authority.

##### **External**

Parents/members of the public.

#### **Responsibilities**

The postholder must -

- (i) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity policy.
- (ii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.

### **Values and Behaviours**

Approach the job at all times using the values set out in the Rochdale Way:

- Proud
- Passionate
- Pioneering
- Open

### **Principal Duties**

- Cleaning
- Washing
- Sweeping
- Vacuum Cleaning
- Emptying of litter bins
- Toilet cleaning
- Use of cleaning machinery
- Polishing and dusting of designated areas (which may include toilets and shower areas) and fixtures and fittings, using where appropriate powered equipment.

### **Secondary Duties**

- 1 To participate in Council programmes of in-service training as a trainee and when required as a trainer facilitator.
- 2 To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Head (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

## INFORMATION ONLY

### Rochdale Borough Council Person Specification

|                  |                              |                      |                       |
|------------------|------------------------------|----------------------|-----------------------|
| <b>Service :</b> | <b>Neighbourhoods</b>        | <b>Post:</b>         | <b>CASUAL CLEANER</b> |
| <b>Section :</b> | <b>Facilities Management</b> | <b>Post Number :</b> |                       |
| <b>Job Ref:</b>  |                              | <b>Grade:</b>        | <b>1</b>              |

#### Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

**The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.**

| Criteria                                                                                                                                                                                                                                                                     | Essential (E)<br>or<br>Desirable (D) | How Identified:<br>AF Application Form<br>I Interview<br>A Assessment |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|-----------------------------------------------------------------------|
| <b>Questions</b>                                                                                                                                                                                                                                                             |                                      |                                                                       |
| 1 If you are an external candidate, please confirm you are a Rochdale Resident who lives in the municipal boundaries of the borough of Rochdale?                                                                                                                             | E                                    | AF,I                                                                  |
| 2 Are you willing to undertaking training as required.                                                                                                                                                                                                                       | E                                    | AF,I                                                                  |
| <b>(A) Qualifications and Experience</b>                                                                                                                                                                                                                                     |                                      |                                                                       |
| 1 Please give details/examples of any previous cleaning experience.                                                                                                                                                                                                          | E                                    | I,AF                                                                  |
| 2 A good standard of English and Maths is needed for this position. Please give examples of your ability                                                                                                                                                                     | E                                    | I                                                                     |
| <b>(B) Skills and Knowledge</b>                                                                                                                                                                                                                                              |                                      |                                                                       |
| 1 What abilities do you have to undertake cleaning duties to meet the required standard of Health & Safety?                                                                                                                                                                  | E                                    | I,AF                                                                  |
| 2 Please give details of how you are able to contribute and work effectively as a member of a team?                                                                                                                                                                          |                                      | I,AF                                                                  |
| <b>(C) Behaviours and Values</b>                                                                                                                                                                                                                                             |                                      |                                                                       |
| 1 Approach the job at all times using the values set out in the Rochdale Way: <ul style="list-style-type: none"> <li>○ Proud</li> <li>○ Passionate</li> <li>○ Pioneering</li> <li>○ Open</li> </ul> Please confirm you are willing to adhere to these values and behaviours. | E                                    | I                                                                     |