

JOB DESCRIPTION

POST TITLE:	Cleaning Assistant
DEPARTMENT:	Estates
SUB-DEPARTMENT	Campus Cleaning Services
POST RESPONSIBLE TO:	Cleaning Supervisor
SALARY	£16,460 pa

Vacancy Overview

We have various morning afternoon and evening cleaning positions such as:

6.00 am – 8.00 am, 10 hours per week, working 5 over 7

6.00 am – 10.00 am, 20 hours per week, working 5 over 7

9.00 am – 2.30 pm, 25 hours per week, working 5 over 7

2.00 pm – 6.00 pm, 4 hours per shift, working 4 on 4 off

7.00am - 11.00am, 4 on 4 off

7.00am - 11.00am, Saturday and Sunday

7.00am - 11.00am, Wednesday to Sunday

5.30pm - 11.00pm, 25 hours per week, working 5 over 7

5.30pm - 8.30pm, 15 hours per week, working 5 over 7

The Estates office looks after the University campus- the land it's built on and the buildings it's made up of.

Its mission is to “make and care for places and spaces where people are continually inspired and our services valued”.

Here's your chance to be part of a team that makes the University of Warwick one of the most enjoyable places to work in the Coventry area.

As a Cleaning Assistant you will help us to maintain good standards of hygiene and cleanliness throughout the University buildings.

You will need to be a good team player, who works well with others and is keen to provide excellent customer service for our students, staff and visitors to the University.

Uniform is provided and training will be given.

If you have any questions please contact the Campus Cleaning Services Office on 02476522554.

Job Purpose:

To achieve and maintain high standards of hygiene and cleanliness throughout the University's non-residential buildings.

Duties and Responsibilities:

1. To achieve and maintain high standards of hygiene and cleanliness throughout University buildings
2. Carrying out cleaning duties for allocated areas of work, which may also include immediate external entrance areas, using the appropriate cleaning schedules, equipment and cleaning materials to maintain the standards of the British Institute of Cleaning Science.
3. Carrying out specific cleaning tasks, such as cleaning carpets, etc., using industrial and standard cleaning equipment.
4. Working in a safe manner, in accordance with University and departmental Health and Safety policies and procedures, and reporting any hazards immediately.
5. Maintaining the safe use and storage of cleaning materials and equipment, including the reporting of any defects.
6. Maintaining sufficient supplies of cleaning materials and consumables for the working area and ensuring that they are stored safely and securely.
7. Providing excellent Customer Care to all staff, students and visitors to the University, and assisting them with any concerns, complaints or queries that they may have.
8. Assisting to maintain the University buildings in a good state of repair by reporting maintenance issues.
9. Maintaining the security of University buildings, including the security of keys, key cards and fobs, to ensure the safekeeping of items belonging to University staff, students and visitors.
10. Recording bedroom occupancies, making beds, and exchanging linen, in accordance with departmental practice, including the transportation of linen to designated points which may involve use of staircases.
11. Assisting in the moving of furniture and soft furnishings.
12. Supporting and assisting the University to meet their recycling targets by promoting local schemes, and encouraging staff and students to use the various recycling opportunities in their area. Emptying and removing waste and recyclable materials using the appropriate bags and taking to the dedicated collection points.
13. Participating in training relevant to the role, and attending team meetings and communication briefings as appropriate.
14. Ensuring that Line Managers are informed of any operational issues, concerns or suspicions, relating to bedroom occupancy or the wellbeing of residents, students and customers.
15. Working with other team members to ensure that work is covered during the absence of colleagues.

This list is not exhaustive and will be reviewed periodically when adjustments may be made. Other duties may be requested which are consistent with the nature of the role.

PERSON SPECIFICATION

POST TITLE: Cleaning Assistant

DEPARTMENT: Estates Cleaning Services

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively.

REQUIREMENTS	ESSENTIAL (E) OR DESIRABLE (D) REQUIREMENTS	MEASURED BY: a) Application Form b) Test/Exercise c) Interview d) Presentation
The post holder must be able to demonstrate:		
A good standard of verbal communication with the ability to follow verbal instructions	(E)	(c)
Effective written communication skills	(E)	(a)
Motivation to achieve and maintain high standards of work	(E)	(c)
Experience of providing excellent customer service	(E)	(a) (c)
Ability to work as part of a team and co-operate with others	(E)	(a) (c)
Ability to demonstrate flexibility	(E)	(c)
Ability to use own initiative	(E)	(c)
A willingness to undertake training and development relevant to the role	(E)	(c)
Ability to work weekends, and additional hours as necessary, to meet the needs of the business	(E)	(c)