



**UNIVERSITY OF LINCOLN STUDENTS' UNION
JOB DESCRIPTION**

JOB TITLE: Cleaner	DEPARTMENT: Commercial Services
LOCATION: Students' Union	REPORTS TO: Facilities Co-ordinator
SALARY: Grade 2 (£16,146 per annum) From 1 st August 2019 increasing to £16, 735 per annum 37 hours per week, permanent, full time. Shift work pattern- 3am to 7am starts.	DATE REVIEWED: July 2019

Context	<p>The Students' Union is an independent body affiliated to the National Union of Students and exists to support students in both their academic and non-academic experiences; whilst working closely with the University and local community.</p> <p>Student leaders are elected by the student body, and supported by the staff's expertise to deliver services and represent student needs; to enhance the experience of all students at the University of Lincoln.</p>
Job Purpose	<p>To undertake cleaning duties of the Commercial venues and office areas of the Students' Union buildings, ensuring they are maintained to a high standard of cleanliness, including polishing, hoovering and undertaking deep cleans of defined areas.</p> <p>The role will be required to work shift patterns to meet the needs of the business with 3am-7am start times.</p>

KEY RESPONSIBILITIES

Key Responsibility 1	
Undertake cleaning of designated areas.	
To undertake, as part of the team, the cleaning of designated areas to ensure that they are kept in a clean and hygienic condition.	
Undertake duties such as cleaning, sweeping and vacuum cleaning and emptying of bins as well washing, dusting and polishing surfaces, including floors, walls, tables etc.	
Undertake when required scrubbing and buffing of floors using powered equipment on the relevant floors.	
Cleaning of toilet areas, to include replenishing of toilet rolls, soap and hand towels.	
Assist the Facilities Co-ordinator when a Deep Clean of a defined area is required, including carpet shampooing and full clean down of areas.	



Undertake removal of rubbish as and when required.

Undertake portorage duties as and when required.

Carry out cleaning duties of the outside areas of the Students' Union as and when instructed to do so, ensuring the areas are presentable to members and their guests.

Be reactive to the needs of the venues and respond to any cleaning requests in a timely manner whilst on shift.

Key Responsibility 2

General Duties

Adhere to company Health and Safety regulations at all times whilst undertaking any task.

Report low stock or equipment damage to the Facilities Co-ordinator consistently and within a timely manner.

Ensure all cleaning products and equipment is stored correctly and neatly when not in use.

Monitor the cleanliness of all Students' Union buildings, reporting any hazards or recommendations to improve the cleaning provision to the Facilities Co-ordinator.

Actively seek to streamline processes to ensure the cleaning provision meets the needs of the business.

In addition, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.

ADDITIONAL INFORMATION

Scope and Dimensions of The Role	<p>Work in a manner that reflects the values of the organisation as shown in the Union's constitution and strategic plan, and in line with Union policies and procedures.</p> <p>Promote a positive image of the University of Lincoln Students' Union at all times.</p> <p>Maintain confidentiality in respect of all areas of the job responsibilities and be aware of current policy relating to the Data Protection legislation.</p> <p>Engage in appropriate training programmes as identified by your line manager.</p> <p>Participate in the staff performance and development review scheme.</p> <p>Actively follow and promote Union policies.</p> <p>A flexible approach to working is essential.</p> <p>Maintain confidentiality in respect of all areas of the job responsibilities, and be aware of current policy in relation to the Data Protection legislation.</p> <p>Develop strong relationships with members of the Union's Senior Management Team, their team members and full and part time officers.</p> <p>To undertake such other additional duties as may be required from time to time within the overall scope of the appointment as directed by the Senior Management Team.</p>
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Key Working	Facilities Co-ordinator
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Relationships	Engine Shed, The Tower Bar, The Swan and The Barge Management. Executive Officer Team Union SMT Union Staff Team
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External Contacts	Suppliers General Public University staff
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Author	M Graham	Date Published	July 2019
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**UNIVERSITY OF LINCOLN STUDENTS' UNION
PERSON SPECIFICATION**

Job Title: Cleaner

<i>Selection Criteria</i>	Essential (E) or Desirable (D)	Where Evidenced Application (A), Interview (I), Presentation (P); References (R)
Qualifications: Good general education background (GCSE in maths and English)	E	A
Experience: Experience in delivering a cleaning provision/ service Experience of working within a multisite venue Experience of working independently An understanding of the particularities of working within a democratic organisation.	E E E D	A, I A, I A, I A, I
Skills and Knowledge: General knowledge of cleaning procedures Written and verbal communication skills. Ability to use own initiative Interpersonal skills Able to manage own workload, time and priorities. Organisational skills	E D E D E E	A, I A, I A A, I A, I A, I
Competencies & Personal Attributes: Commitment to the delivery of high standards of service. Proven ability in organising. Understanding of, and commitment to, Equal Opportunities within the workplace. Personable and Professional in relationships with others. Flexibility and resilience	E E E E E	A, I, R A, I A, I A, I A, I
Business Requirements: Will be required to work early mornings and weekends	E	A, I

Essential Requirements are those, without which, a candidate would not be able to do the job. **Desirable Requirements** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.