



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

JOB TITLE: Team Member - Cleaner	DEPARTMENT: Commercial Services
LOCATION: Students' Union	REPORTS TO: Facilities Co-ordinator
SALARY: Aged 25+: £8.21 per hour plus holiday Aged 21-24: £7.70 per hour plus holiday Aged 18-20: £6.50 per hour plus holiday Zero hour, fixed term contract	DATE REVIEWED: April 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>The successful candidate will support the Facilities Coordinator in providing an efficient cleaning service across all venues of the organisation.</p> <p>The role will be required to work shift patterns to meet the needs of the business, this includes 3am and 7am start times.</p>

KEY RESPONSIBILITIES

Key Responsibility 1	
Undertake cleaning duties	<p>To support the cleaning team in undertaking the cleaning of designated areas to ensure that they are kept in a clean and hygienic condition.</p> <p>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.</p> <p>Cleaning of toilet areas, to include replenishing of toilet rolls, soap and hand towels.</p> <p>Assist the Facilities Co-ordinator when a Deep Clean of a defined area is required, including full clean down of areas.</p> <p>Use cleaning requirement as instructed by the Facilities Co-ordinator.</p> <p>Undertake removal of rubbish as and when required.</p>



Key Responsibility 2

General Duties

Adhere to company Health and Safety regulations at all times whilst undertaking any task.
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 in a time manner following correct process.

Undertake training as and when required.

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. Promote a positive image of the University of Lincoln Students' Union at all times. Keep abreast of relevant national and local developments and attend conferences, training events and meetings as necessary. Maintain confidentiality in respect of all areas of the job responsibilities and be aware of current policy relating to the Data Protection Legislation. Engage in appropriate training programmes as identified by your line manager. Participate in the staff performance and development review scheme. Actively follow and promote Union policies. Some attendance at meetings outside normal office hours may be required to meet the needs of students and a flexible approach to working is essential. Maintain confidentiality in respect of all areas of the job responsibilities, and be aware of current policy in relation to the Data Protection Legislation Develop strong relationships with members of the Union's Senior Management Team, their team members and full and part time officers. 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 or Duty Manager.</p>
Key Working Relationships	<p>Facilities Co-Ordinator Engine Shed Manager Head of Commercial Operations Venue management team Executive Officer Team Union SMT Union Staff Team</p>
External Contacts	<p>Suppliers General Public University staff</p>

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**UNIVERSITY OF LINCOLN STUDENTS' UNION
PERSON SPECIFICATION**

Job Title: Team Member- Cleaner

<i>Selection Criteria</i>	Essential (E) or Desirable (D)	Where Evidenced Application (A), Interview (I), Presentation (P); References (R)
Qualifications: Working towards a degree or higher at the University of Lincoln.	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.	D D 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 E E E 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: May be required to work the occasional evenings and weekends Will be required to work shift patterns with 3am and 7am start times. University of Lincoln Student during the academic year of 2019/20	E E E	A, I A, I 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.