

ENVIRONMENT & REGENERATION DEPARTMENT – Parks Section

Cleaner permanent Part-time - PSC Pay Band 1 (SCP 8 – 12) (£15,223 - £18,737 pro-rata) commencing on point 8 payable at the living wage rate of £8.64 per hour.

A vacancy has arisen for a permanent part-time Cleaner within the Parks Section. Candidates will be expected to clean all areas at Ballaughton Nursery to ensure they are kept in a clean and hygienic condition. You will be expected to carry out cleaning operations as instructed using the equipment provided. Candidates should have knowledge of household and commercial cleaning products and practices.

Application pack for the above vacancy can be obtained from the HR Department on 696455, downloaded from www.douglas.im or collected from the Henry Bloom Noble Library. The closing date for the receipt of completed application is 5.00 pm, on Wednesday, 22nd August 2018.

Miss K J Rice, Chief Executive, Town Hall, Ridgeway Street, Douglas, Isle of Man, IM99 1AD

PUBLIC SERVICE COMMISSION MANUAL & CRAFT WORKERS MEMORANDUM OF AGREEMENT 2015

JOB OUTLINE

DEPARTMENT	Environment & Regeneration	
SUB-SECTION	Parks Section	
DESIGNATION	Cleaner	
REPORTS TO	Assistant Head of Parks (Technical)	
DURATION OF POST	Permanent Part-time	
HOURS OF DUTY	Monday - Thursday	8:00am – 9:30am
	Friday	8:00am – 10:00am
	*Saturday each Quarter	9:00 am – 12:00pm

*Deep cleans to be carried out on the last Saturday of every quarter – this will require an additional three hour's work paid in accordance with the PSC terms and conditions of employment.

BASED AT	Ballaughton Nursery
PAY BAND	1 (SCP 8 – 12) (£15,223 – £18,737) pro rata (at point 8 (£7.91 ph) the living wage rate will be applied i.e. £8.64 ph)

PERSONAL PROTECTIVE CLOTHING Compulsory

INTERDEPARTMENTAL WORKING: All cleaning staff will be interchangeable within and between sections provided such duties are deemed to be within the competence of the employee.

MAIN PURPOSE OF THE JOB

Undertake the cleaning of all areas at Ballaughton Nursery or other Council facilities / locations to ensure they are kept in a clean and hygienic condition and ensure a safe environment for all users of the Council's facilities. Carry out cleaning operations as instructed using the equipment provided.

MAIN DUTIES OF THE JOB

Daily

- Floors swept/vacuumed including under desks / chairs
- Mop hard surfaced floors
- Desks and canteen surfaces wiped down, telephones dusted
- Damp wipe paintwork of doors, skirting and light switches as required
- Damp wipe finger marks / spillage from walls as necessary / possible
- Damp wipe windowsills
- Dust and wipe filing cabinets
- Empty waste bins
- Clean / polish any brass / chrome
- Clean stairway and lift if required
- Sanitise toilets / basins
- Replenish toilet rolls, hand soap and hand towels if and when necessary

Weekly

- Dust computers / keyboards / phones
- Dust filing cabinets / bookshelves / pictures
- Steam clean hard floors including hallways, toilets and canteen areas
- Clean and disinfect kitchen sinks
- Clean kitchen appliances
- Clean and disinfect rubbish bins
- Clean and disinfect toilets, hand basins
- Clean mirrors
- Wipe inside microwave
- Vacuum chairs/furniture

Monthly

- Remove cobwebs
- Clean doors and walls
- Clean out fridge
- Clean inside microwave
- Polish fixtures
- Deep clean kitchen
- Deep clean toilets / basins / tiles
- Wash and wipe dry all skirting boards, dust windowsills and ledges above normal hand height

Quarterly

- Deep clean carpet
- Deep clean seat upholstery

1. Ensure adequate supplies of materials are kept safe and secure on site and ensure that usage levels and dilution rates are adhered to and that appropriate safety precautions are taken.
2. Identify and report to the Assistant Head of Parks (Technical) the need for equipment repairs or replacements.
3. Liaise with colleagues and the Assistant Head of Parks (Technical) to overcome cleaning problems / issues.
4. Switch off all lights within designated cleaning area on completion of duties.
5. Ensure appropriate security measures are adhered to.
6. Attend training courses as required and assist in the training of other support staff as directed.
7. Ensure full compliance/observation of all procedures relating to Health & Safety Legislation, Regulations, Safe Working Practices and Codes of Practice within the Parks Section. Report immediately any concerns regarding unsafe equipment or practices, etc.
8. Completion of all necessary paperwork in relation to carrying out job role.
9. Interdepartmental work as required/necessary.
10. Ensure equality of opportunity for all people, in service provision and in employment, and to work in a non-discriminatory manner in accordance with the Council's Equal Opportunities Policy.
11. Compliance with the provisions of the Isle of Man Data Protection Act 2002, the Computer Misuse Act 1990, Council policies, procedures, Standing Orders and Financial Regulations and any other relevant legislation.
12. Responsible for the health and safety of the staff of the Parks Section and for the safety of the public and other staff who come into contact with any aspect of cleaning duties being undertaken.
13. Participate fully in discussions relating to any changes deemed necessary to the job outline, reaching mutual agreement to any reasonable changes with the Council reserving the right to implement reasonable changes to the job outline after consultation with the post holder, if not agreed by mutual consent.
14. Such other duties within a similar level of responsibility as may from time to time be required by the Assistant Head of Parks (Technical) / Head of Parks.

SKILLS REQUIRED

Essential

1. Knowledge of cleaning practices, use of relevant chemicals and associated safety principles
2. Knowledge of household or commercial cleaning practices
3. Ability to exercise care in the use of information acquired in the course of official duties and to protect information held in confidence
4. Ability to perform cleaning tasks including mopping, vacuuming, cleaning toilet areas, replenishing consumable items and dusting
5. Ability to read labels and equipment operating instructions
6. Ability to follow written and verbal instructions and complete a planned routine of tasks within an allocated time
7. Skill in operating basic equipment

Desirable

1. Public Sector Experience

HOW MANY EMPLOYEES DOES THE JOB OCCUPANT SUPERVISE?

None

RESOURCES THE JOB OCCUPANT IS RESPONSIBLE FOR

Tools, equipment and materials allocated/used by the postholder

CONTACTS THE JOB OCCUPANT MIGHT ENCOUNTER

Generally none but if relocated may encounter staff of other Sections / Departments

TRAINING

Provided as is necessary

SMOKING

Compliance with the Council's 'no smoking' policy and complete ban.

REPORTING CONTACT

No