



Job description

Job title : Council Office Cleaner
Post No:
Grade : Band 3
Directorate : Place & Prosperity
Reports to : Facilities Coordinator

Purpose of the job

To undertake cleaning and associated duties at any of the corporate asset properties but prioritising cleaning at The Edge, Parkside and Phoenix House. To contribute and provide a high quality of service and cleanliness of the buildings to ensure that they are comfortable, clean, safe and well maintained. To responsibly carry out all tasks in accordance with the relevant health and safety standards.

Main areas of responsibility

To undertake all aspects of cleaning within an office environment such as, clean and sanitise bathrooms, kitchens, shower rooms and working areas, dust and polish furniture and surfaces, vacuum and mop floors, empty rubbish bins and dispose of waste, clean mirrors and glass surfaces, restock supplies, such as toilet paper, soap and paper towels, unblocking of toilets and drains.

To have a responsibility for health and safety for yourself and building users.

To ensure that the Council's Health and Safety procedures and risk assessments are adhered to and that safe working practices are observed, particularly with regard to the use and disposal of cleaning chemicals and products, to ensure safety equipment and protective clothing are used correctly.

To ensure all timesheets, check sheets, records and other documentation is completed and stored correctly.

The ability to work with colleagues to agree rotas with the necessity to work some split shifts which could include evenings, Saturday and Sunday and to help cover other shifts during absence and holiday leave.

To assist in providing effective communication across the service.

To work on own initiative from work schedules and instruction sheets and to meet deadlines ensuring service standards are met.

To ensure high standards of customer care and focus are maintained and that all enquiries from the public, elected members and internal sources are dealt with efficiently and courteously.

To carry out such duties as may be directed, in the event of an emergency, which may involve working outside normal hours of work.

To be flexible in your working approach with either early morning start times and/or late finishes.

To undertake training courses as instructed by your line manager, manager or director for the benefit of the service, such as working at height, manual handling, COSHH, Fire warden, emergency first aid.

Management of stock of necessary cleaning materials and consumables. Notify Facilities Coordinator or a Facilities Management Team representative as and when more stock is required.

Report any/all damage or building defects found to the Facilities Co-ordinator or a Facilities Management Team representative.

Protective clothing, uniform and equipment will be provided by the Council at no cost to the post holder and must be worn at all times when on duty. The post holder will be responsible for maintaining and cleaning protective clothing and the uniform to maintain a smart appearance.

Induction training will be provided to cover the use of specialist equipment and products.

Values

To promote and ensure our values are embedded in all aspects of service delivery and partnership working:

- **We Care:** Valuing others and developing ourselves; committed and passionate about what we do.
- **We Innovate:** Ambitious, creative and resourceful; putting customers first and learning from feedback
- **We Achieve:** Taking responsibility and seeking excellence; always proud to serve.

Health and Safety

To take reasonable care for the health, safety and well-being of yourself and others who may be effected by acts or omissions at work.

Equality

Melton Borough Council has a moral and legal duty to demonstrate fairness to our community, service users and staff. We aim to ensure our services are accessible to everyone and that our employment practices are barrier free and provide equal opportunities for prospective and current employees.

Criminal background check

Safeguarding children and adults is of utmost importance at Melton. This role has been identified as requiring a Disclosure and Barring Service (DBS) check. It is an obligation to disclose any cautions, reprimands or convictions and to update your manager of any changes to your status while employed.

The responsibilities and duties listed above will vary from time to time without changing the character of the post or the level of responsibility entailed. You will be expected to adopt a flexible approach to ensure the efficient and effective implementation of relevant projects, programmes, policies and procedures.

Date reviewed : 09/05/2025
Reviewing Manager: Sarah Allen and Ruth Clater



Person specification

Experience of cleaning in an office environment or similar

Experience in the safe use of cleaning materials

Knowledge of selection and use of correct cleaning materials for specific situations (COSHH)

Knowledge of operation of different cleaning equipment

Knowledge and understanding of and commitment to Health and Safety legislation

The ability to communicate effectively with colleagues, members of the public and elected members

Excellent inter-personal skills. Honesty and integrity

To be able to carry out full range of cleaning duties, within confines of the corporate buildings, which will include working at height and manual handling

Qualification - Basic literacy and numeracy skills