

MONMOUTHSHIRE COUNTY COUNCIL

REGENERATION AND CULTURE

FACILITIES UNIT

POST: Cleaning and Hygiene Operative
POST NO: RFC 000041
LOCATION: Monmouthshire County Council, Innovation House, Magor
GRADE: Band A SCP 5 - 9 (£13,500 – £14,075) Pro Rata
SCP 5 = £6.9974 Per Hour
HOURS: 10.00 hours per week

We are seeking to fill the following cleaning vacancy in the Magor area.

Duties will include ensuring that the building is maintained to a high level of hygiene and cleanliness.

The successful candidate will be required to undertake cleaning tasks such as washing floors and walls, sweeping, vacuuming, dusting and emptying of litter bins.

Closing Date: 12 Noon, Friday 23rd January 2015

If you have any specific queries regarding the post please contact Operations Manager- Jan Baldwin on 07831 168572

Please note that we are not able to accept CVs

Application forms can be obtained from: -

- www.monmouthshire.gov.uk
- Via email to: employeeservices@monmouthshire.gov.uk

Completed paper application forms should be returned to the following address:-

Employee Services, Monmouthshire County Council, PO BOX 106,
CALDICOT, NP26 9AN

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JOB DESCRIPTION

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HOURS: 10.00 hours per week

RESPONSIBLE TO: Facilities Unit Manager

JOB PURPOSE:

To ensure that all Monmouthshire County Council buildings are maintained to a high level of hygiene and cleanliness.

Job outline – main duties:

- **To complete cleaning tasks of washing floors and walls, sweeping, emptying litter bins, polishing and dusting.**
- **To undertake the cleaning of sanitary areas.**
- **To safely operate vacuum cleaners and polishing/scrubbing machines.**
- **To ensure that adequate stock of cleaning materials are maintained.**
- **To report all faults of cleaning equipment to the supervisor.**
- **To ensure the correct use of chemicals at all times.**
- **To work as a member of Monmouthshire's Facilities Unit at any site.**
- **To undertake any necessary training for the post.**
- **To observe any requirements outlined by the Monmouthshire Facilities Unit Quality Procedural Manual in relation to quality standards.**
- **To observe Health and Safety regulations, as laid down by the authority to ensure the safety of themselves and others.**
- **To abide by the principals and practice of equal opportunity as laid down in the Councils Equal Opportunities Policy.**

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PERSON SPECIFICATION

POST: Cleaning and Hygiene Operative

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The successful candidate must be able to demonstrate:

- **Previous cleaning/ hygiene experience.**
- **The ability to communicate effectively and efficiently.**
- **Flexibility and versatility in order to work under pressure and meet the required standards.**
- **The ability to work as part of a team.**
- **The ability to ensure the safety of themselves and others at all times.**
- **Willingness to follow all Monmouthshire Facilities Unit procedures, policies and apply appropriately.**
- **Willingness to undertake and put into practise Health and safety procedures to comply with legislation.**
- **Willingness to abide by the councils Equal Opportunities Policy including undertaking appropriate equality awareness training.**
- **Willingness to undertake any training appropriate to the post as and when appropriate.**