



ROLE ADVERT

ROLE TITLE: Cleaning and Hygiene Operative
PERMANENT

POST ID: RFC061101

GRADE: BAND A SCP 5 – SCP 9 (£13,500 - £14,075)
Current hourly rate for the post equates to £7.85 which includes the Living Wage Supplement

HOURS: 2 Hours per Week

LOCATION: 35 Old Hereford Road, Abergavenny

PURPOSE OF POST:

We are seeking to fill the following cleaning vacancy in the Abergavenny 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.

Should you require any further information regarding this post, please contact: Mrs Jan Baldwin on 01633 644109.

Closing Date: 12 noon on Friday 11th December 2015

Please Note that we are not able to accept CV's

Application forms can be completed online or down loaded via:

<http://www.monmouthshire.gov.uk/home/education/jobs-and-employment/how-to-apply-for-council-jobs/>

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

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

Appointment to this post is exempt from Rehabilitation of Offenders Act and is subject to an Enhanced Disclosure Check.

Monmouthshire County Council is an equal opportunities employer and welcomes applications from all sections of the community. All posts are open to job-share unless stated otherwise.

Monmouthshire County Council operates a Smoke Free Workplace policy.



ROLE PROFILE

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POST ID:	RFC061101
GRADE:	BAND A SCP 5 – SCP 9 (£13,500 - £14,075) Current hourly rate for the post equates to £7.85 which includes the Living Wage Supplement
HOURS:	2 Hours per Week
LOCATION:	35 Old Hereford Road, Abergavenny
RESPONSIBLE TO:	Jan Baldwin - Operations Officer, Monmouthshire Catering and Building Cleaning Services

Our Purpose:-

To provide a professional cleaning services for libraries, museums, administrative buildings, public conveniences and schools within the county of Monmouthshire.

The Purpose of this Role:-

To ensure 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.

Expectation and Outcomes of this Role:-

To ensure the maintenance of a hygienic, functional environment that facilitates the effective conduct of Council Business.

Your responsibilities are to:-

- 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.

Here's what we can provide you with:-

Appropriate training and management support to enable you to successfully undertake your role.

What else you need to know.....Monmouthshire Values are:

Openness: We aspire to be open and honest to develop trusting relationships.

Fairness: We aspire to provide fair choice, opportunities and experiences and become an organisation built on mutual respect.

Flexibility: We aspire to be flexible in our thinking and action to become an effective and efficient organisation.

Teamwork: We aspire to work together to share our successes and failures by building on our strengths and supporting one another to achieve our goals.

And this role, will work with Monmouthshire to achieve these.

In addition:

All employees are responsible for ensuring that they act at all times in a way that is consistent with Monmouthshire's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

The authority operates a Smoke Free Workplace Policy which all employees are required to abide to.

Person Specification

How will we know if you are the right person for the role? As the successful candidate you will have demonstrated:-

- 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.

Should you require any further information regarding this post, please contact: Mrs Jan Baldwin on 01633 644109.

Closing Date: 12 Noon on Friday 11th December 2015