



ROLE ADVERT

ROLE TITLE: Cleaning and Hygiene Operative
PERMANENT

POST ID: RFC012201

GRADE: BAND A SCP 1 - SCP 3 (£17,364 - £17,711)

HOURS: 10 Hours per Week
Monday to Friday 6:15am - 8:15am

LOCATION: Chepstow Library

WELSH LANGUAGE ASSESSMENT

Welsh language skills are not necessary.

PURPOSE OF POST:

We are seeking to fill the following cleaning vacancy in the Chepstow 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 21/06/2019

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:-
Employee 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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HOURS: 10 Hours per Week
Monday to Friday 6:15am - 8:15am

LOCATION: Chepstow Library

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 21/06/2019



HYSBYSEB RÔL

TEITL Y RÔL:	Gweithiwr Glanhau a Hylendid
	PARHAOL
CYFEIRNOD SWYDD:	RFC012201
GRADD:	BAND A SCP 1 - SCP 3 (£17,364 - £18,065)
ORIAU:	10 awr yr wythnos Dyddiau Llun i Ddyddiau Gwener 6:15am - 8:15am
LLEOLIAD:	Llyfrgell Cas-gwent

ASESIAD Y GYMRAEG:

Sgiliau yn y Gymraeg heb fod yn angenrheidiol.

DIBEN Y SWYDD:

Dymunwn lenwi'r swydd wag ddilynol yn ardal Cas-gwent

Bydd y dyletswyddau yn cynnwys sicrhau y caiff yr adeilad i gadw i lefel uchel o hylendid a glanweithdra.

Bydd yn ofynnol i'r ymgeisydd llwyddiannus wneud tasgau glanhau megis golchi lloriau a waliau, ysgubo, defnyddio peiriant sugno llwch, tynnu llwch a gwagu biniau sbwriel.

Os hoffech fwy o wybodaeth am y swydd hon, cysylltwch â Mrs Jan Baldwin ar 01633 644109 os gwelwch yn dda.

Dyddiad Cau: 12 canol-dydd ar 21/06/2019

Gofynnir i chi nodi na allwn dderbyn CVs.

Gellir llenwi ffurflenni cais ar-lein neu eu lawrlwytho drwy:

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

Ar ôl eu llenwi, dylid dychwelyd ffurflenni cais papur i'r cyfeiriad dilynol:-

Gwasanaethau Cyflogeion, Cyngor Sir Fynwy, Blwch SP 106, Cil-y-coed,
NP26 9AN

Caiff apwyntiad i'r swydd ei eithrio o Ddeddf Adsefydlu Troseddwr a chynhelir Gwiriad Datgelu Estynedig.

Mae Cyngor Sir Fynwy yn gyflogwr cyfle cyfartal ac yn croesawu ceisiadau gan bob adran o'r gymuned. Mae'r holl swyddi yn agored ar gyfer swydd-rannu os na nodir fel arall.

Mae Cyngor Sir Fynwy yn gweithredu polisi Gweithle Dim Ysmygu.



PROFFIL RÔL

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ORIAU:	10 awr yr wythnos Dyddiau Llun i Ddyddiau Gwener 6:15am - 8:15am
LLEOLIAD:	Llyfrgell Cas-gwent
CYFRIFOL I:	Jan Baldwin - Swyddog Gweithrediadau, Gwasanaethau Arlwyo a Glanhau Adeiladau Sir Fynwy

Ein Diben:-

Darparu gwasanaethau glanhau proffesiynol ar gyfer llyfrgelloedd, amgueddfeydd, adeiladau gweinyddol, cyfleusterau cyhoeddus ac ysgolion o fewn Sir Fynwy.

Diben y Rôl:-

Sicrhau y caiff yr adeilad ei gynnal i lefel uchel o hylendid a glanweithdra.

Bydd yn ofynnol i'r ymgeisydd llwyddiannus wneud tasgau glanhau megis golchi lloriau a waliau, ysgubo, defnyddio peiriant sugno llwch, tynnu llwch a gwagu biniau sbwriel.

Disgwyliad a Chanlyniadau'r Rôl:-

Sicrhau cynnal amgylchedd glân ac ymarferol sy'n hwyluso cynnal busnes y Cyngor mewn modd effeithlon.

Eich cyfrifoldebau yw:

- Cwblhau tasgau glanhau golchi lloriau a waliau, ysgubo, gwagu biniau sbwriel, polisio a thynnu llwch.
- Glanhau ystafelloedd ymolchi.
- Gweithredu peiriannau sugno llwch a pholisio/sgrwbio yn ddiogel.
- Sicrhau y cedwir stoc ddigonol o ddeunyddiau glanhau.
- Hysbysu'r goruchwyliwr am bob nam ar offer glanhau.
- Sicrhau y caiff cemegolion eu defnyddio'n gywir bob amser.
- Gweithio fel aelod o Uned Cyfleusterau Sir Fynwy ar unrhyw safle.
- Dilyn unrhyw hyfforddiant sydd ei angen ar gyfer y swydd.
- Cydymffurfio ag unrhyw ofynion a amlinellir gan Lawlyfr Gweithdrefn Ansawdd Uned Cyfleusterau Sir Fynwy yng nghyswllt safonau ansawdd.
- Cydymffurfio â rheoliadau lechyd a Diogelwch, fel y'u nodir gan yr awdurdod i sicrhau eu diogelwch eu hunain ac eraill.
- Cydymffurfio gydag egwyddorion ac ymarfer cyfle cyfartal fel y'u nodir ym mholisi Cyfle Cyfartal y Cyngor.

Dyma'r hyn y gallwn ei roi i chi:-

Hyfforddiant a chefnogaeth rheoli priodol i'ch galluogi i wneud eich swydd yn llwyddiannus.

Beth arall sydd angen i chi wybod ... Gwerthoedd Sir Fynwy yw ...

Bod yn agored:	Anelwn fod yn agored ac onest i ddatblygu perthynas o ymddiriedaeth.
Bod yn deg:	Anelwn ddarparu dewis, cyfleoedd a phrofiadau a teg a dod yn sefydliad sydd wedi adeiladu ar barch pobl at ei gilydd.
Bod yn hyblyg:	Anelwn fod yn hyblyg yn ein syniadau a'n gweithredoedd i ddod yn sefydliad effeithlon ac effeithiol.
Gwaith tîm:	Anelwn gydweithio i rannu ein llwyddiannau a'n methiannau drwy adeiladu ar ein cryfderau a chefnogi ein gilydd i gyflawni ein nodau.

A bydd y rôl yma'n gweithio gyda Sir Fynwy i gyflawni hyn.

Yn ogystal:

Mae pawb a gyflogir yn gyfrifol am sicrhau eu bod bob amser yn gweithredu mewn ffordd sy'n gyson â Pholisi Cyfle Cyfartal Sir Fynwy yn eu maes cyfrifoldeb eu hunain ac yn eu hymddygiad cyffredinol.

Mae'r awdurdod yn gweithredu Polisi Gweithle Dim Ysmygu y mae'n rhaid i'r holl gyflogeion gydymffurfio ag ef.

Manyleb Person

Sut fyddwn ni'n gwybod os mai chi yw'r person cywir ar gyfer y rôl? Fel yr ymgeisydd llwyddiannus byddwch wedi dangos:-

- Profiad blaenorol o lanhau/hylendid.
- Y gallu i gyfathrebu'n effeithlon ac effeithiol.
- Hyblygrwydd a'r gallu i addasu er mwyn gweithio dan bwysau a chyflawni'r safonau gofynnol.
- Y gallu i weithio fel rhan o dîm.
- Y gallu i sicrhau eich diogelwch eich hunan a phobl eraill bob amser.
- Parodrwydd i ddilyn holl weithdrefnau a pholisïau Uned Cyfleusterau Sir Fynwy a'u defnyddio'n briodol.
- Parodrwydd i ddilyn a rhoi gweithdrefnau iechyd a diogelwch ar waith i gydymffurfio gyda deddfwriaeth.
- Parodrwydd i gydymffurfio gyda pholisi Cyfle Cyfartal y Cyngor yn cynnwys dilyn hyfforddiant priodol ar ymwybyddiaeth cydraddoldeb.
- Parodrwydd i ddilyn unrhyw hyfforddiant sy'n briodol i'r swydd fel a phryd sydd angen.

Os hoffech gael unrhyw wybodaeth bellach am y swydd hon, cysylltwch â Mrs Jan Baldwin ar 01633 644109 os gwelwch yn dda.

Dyddiad Cau: 12 Canol-dydd ar 21/06/2019