

Cleaning Assistant



Role Description

GRADE

Grade 2

LOCATION

Sighthill/Merchiston/Craiglockhart, Edinburgh (you may be asked to work at any University campus but will have a 'home' campus)

LINE MANAGER

Campus Cleaning Supervisor

Role Summary

The role of Cleaning Assistant is to provide a clean and safe work environment for students, staff and visitors to the university.

Cleaning Assistants will be expected to work across all campuses when required.

You will ensure that set guidelines are followed and all statutory obligations in regards to the use of chemicals, manual handling and working with machinery are adhered to.

Line Management Responsibility for:

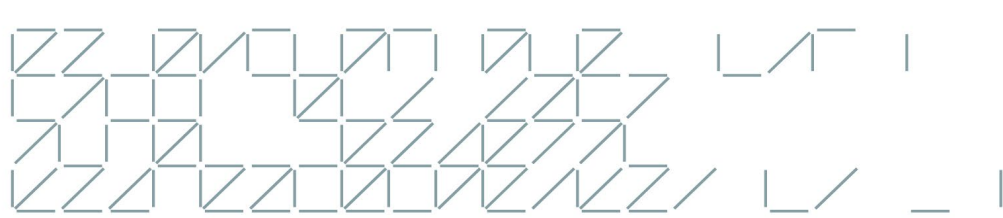
This role does not have any line management responsibilities currently.

Main Duties and Responsibilities

- Ensure a safe and hygienic work environment for staff, students and visitors to the university. Ensure cleanliness is of a high standard across your working areas.
- Provide excellent customer services to staff, students and visitors to the university, by ensuring a high-quality work environment and providing a friendly and helpful customer experience.
- Ensuring compliance with all statutory regulations. Ensure that mandatory training is kept up to date by attending all training and development training requested of you. This will include COSHH, manual handling and any other training deemed relevant and appropriate to the post.
- Safe and competent use of machinery. Some machinery such as the buffing machines and wet pickups require knowledge of safe manual handling techniques due to the heavy nature of machinery.
- These machines require twisting of the upper body as part of their operation.
- Removal of general waste (bin waste). This requires knowledge of manual handling techniques around lifting and movement. General waste removal includes lifting waste bags from their containers and their removal to external skips. The placing of waste bags into the skips requires twisting of the upper body whilst lifting the bags.
- Ensure the safe operation and hygienic cleaning of all equipment.
- Role model the University's values & behaviours.
- Be responsible for ensuring that the information and records processed (received, created, used, stored, destroyed) on behalf of the University are managed in compliance with ALL applicable legislation, codes and policies e.g. Data Protection, Information Security and Records Management.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Education / Qualifications		
• COSHH awareness/training		✓
• Manual handling awareness/training		✓
• H&S awareness/training		✓
Skills / Experience		
• Experience of providing an excellent customer service.	✓	
• Experience of delivering a service to a high standard.	✓	



• Experience of working on own initiative with indirect supervision.	✓	
• Experience of effectively managing competing priorities.	✓	
• Experience of working in a cleaning role		✓
• Experience of cleaning a large site to a high standard.		✓
• Good communication skills	✓	
• Smart, presentable appearance.	✓	
• Ability to work as part of and contribute to a team	✓	
• Flexible approach to working. A willingness to work at other campuses and alternative hours if required (to cover holidays, absence and events)	✓	
• Self-motivated with positive work ethic	✓	
• Excellent time keeping.	✓	
• Ability to stand for long period of time and complete the physical and manual tasks detailed in the main duties section.	✓	
• Basic IT skills (accessing emails and logging into a self-service system to request holidays and enter annual objectives).		✓