

UNISON SCOTLAND

R7/97b Part-Time Cleaner

April 2024

JOB DESCRIPTION

Grade	Grade 10
Salary	£23,620 per annum, pro rata (£7760.85 per annum for part-time post)
Hours	11.5 hours per week
Location	Glasgow
Reports to	Office Manager

Overall summary

The post holder will be responsible for the cleaning of the UNISON regional office in Glasgow and ensure that the building is maintained to comply with Health and Safety Regulations. Cleaning duties may include, but are not exclusive to, office areas, meeting rooms, kitchen facilities, toilets, stairwells and high and low level touch points ensuring all activities comply with good health and safety practice. The post holder will work to the agreed cleaning schedule and shift pattern.

Key tasks and responsibilities

Cleaning

- To ensure the building is kept to a standard agreed with the Office Manager.
- To carry out duties as set out in the cleaning schedule. Specific responsibilities may include but not exclusive to:
 - Cleaning, washing, mopping, dusting, polishing and vacuuming of designated areas to the required standard.
 - Cleaning of work surfaces including desks and other fixtures and furniture as directed.
 - Using powered equipment where necessary, for example vacuum cleaners.
 - Emptying of waste bins and removal to designated area.
 - Cleaning tea rooms, kitchen facilities and toilets to the required standard.

- To keep work equipment clean and safely stored.
- To ensure adequate stock of all cleaning materials is available and equipment is maintained at a high standard.
- To manage all cleaning materials in conjunction with Health & Safety and COSH Regulations and to monitor H&S aspects of the job such as checking equipment is safe and ready for use.
- To report equipment faults to the Office Manager.
- To ensure areas being cleaned are safe and appropriately signed using signage or barriers.
- To assist with the set-up and clearing of meeting rooms as required

Building Maintenance

- To monitor and make recommendations to the Office Manager on any maintenance issues to include electrical and structural issues.

Communication/co-ordination

- Establish and maintain communication process with all staff to ensure any maintenance issues are reported.

Development strategies

- To assist, in conjunction with other appropriate staff, in ensuring that the departments services are continuously developed in accordance with the strategic objectives of UNISON nationally and regionally.

General/other

- General assistance as directed by the Office Manager.

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PERSON SPECIFICATION

UNISON is an equal opportunities employer, committed to providing equal opportunities regardless of race, marital status, gender, sexuality, disablement or age. This Person Specification is designed to help members of Interviewing Panels judge the qualities of interviewees in a systematic and consistent way and in accordance with UNISON's equal opportunity policy. It is given to all job applicants for information.

Heading	Selection criteria
1. Thinking	<ul style="list-style-type: none">• Knowledge of the requirements of a cleaning role• Some understanding of good Health and Safety practice.• Prioritise areas for cleaning, consider which materials and equipment to use.• Ensure cleaning of relevant areas is carried out conscientiously and to agreed standards.• Awareness of COSHH regulations
2. Interpersonal and Communication	<ul style="list-style-type: none">• Ability to communicate with office staff and supervisory staff.• Ability to understand health and safety training.• Discuss areas to be cleaned and equipment to be used.
3. Initiative and Independence	<ul style="list-style-type: none">• Ability to coordinate and prioritise own work duties.• Ability to understand work schedules and shifts.• Follow H&S practices, standards expected in terms of cleanliness and hygiene.• Refer to supervisor details of equipment breakdown and requests for supply of new materials.• Ability to be punctual.

<p>4. Resource Management</p>	<ul style="list-style-type: none"> • Be responsible for cleaning equipment assigned for use. • Ability to inspect equipment issued and keep in good order. • Ability to request supplies when stock levels are low. • Report equipment faults to Office Manager. • Knowledge and experience of health and safety good practice and legislation.
<p>5. Physical Skills <i>(with reasonable adjustments where required)</i></p>	<ul style="list-style-type: none"> • Need to stand, walk, scrub, lift and carry sometimes in awkward positions. • Ability to work with a wide range of cleaning materials, including chemicals. • Working with equipment that can be noisy and vibrate.
<p>6. General Knowledge</p>	<ul style="list-style-type: none"> • Demonstrate good knowledge and practice of Health and safety. • Good knowledge of cleaning processes. • Understanding of and commitment to the principles of equality and democracy. • Commitment to and understanding of UNISON's aims and values and the trade union movement.