Cleaners

Department: Directorate of Estates & Campus Services

Hours of work: Part time

Contract type: Open

Salary: £17,046 to £17,361 per year, reduced for part time working

Closing date: 17th January 2021
**Introduction**

Within Facilities Services our Cleaners ensure that allocated areas of the campus are cleaned to a consistently high standard.

Cleaners carry out general cleaning duties, in any areas allocated by the Supervisors or Cleaning Managers. Work is carried out to the required standard and in accordance with agreed service levels.

Following training, our cleaners ensure that materials and equipment are used in a safe, efficient and cost effective way.

For this role, the ability to communicate effectively with others and to receive and understand instruction is required. In addition, there is a requirement to be able to use email and other online systems so that our University communications, including epayslips can be accessed.

Due to the nature of the work, cleaners are required to be on their feet for the duration of the shift and must have the ability to carry out significant manual handling duties such as: making beds, carrying linen bundles and using heavy floor cleaning machinery.

Examples of shifts and working patterns currently available include but are not limited to:

- 06:00 until 9:00 Monday to Friday. 15 hours per week
- 07:00 until 10:00 Monday to Friday. 15 hours per week
- 16:30 until 18:30 Monday to Friday. 10 hours per week
- 09:45 until 12:45 Monday to Friday. 15 hours per week
- 06:00 until 08:45 Monday & Tuesday plus 06:00 until 08:30 Wednesday to Friday. 13 hours per week
- 10:00 until 15:00 Monday to Tuesday plus 13:00 until 18:00 on a Wednesday. 15 hours per week
- 06:00 until 09:00 Saturday & Sunday. 6 hours per week
- 06:00 until 10:00 Saturday & Sunday. 8 hours per week
- 06:00 until 10:00 Saturday & Sunday. 8 hours per week

Whilst the shifts represent regular working patterns, the positions require the flexibility to work any 5 days out of 7, including weekends when requested. In particular, during vacation periods and clean-down periods, the workload can fluctuate and our cleaners are expected to be flexible in their hours you work. All members of the team should be able to work additional hours from time to time.
Main purpose of the role

To carry out general cleaning duties, in any areas allocated by Supervisors or Cleaning Managers, to the required standard and in accordance with agreed service levels.

Key responsibilities

(Role holders will be required to undertake some or all of the duties below)

- To carry out general cleaning duties, in any areas allocated by the Supervisor or Cleaning Manager, to the required standard and in accordance with agreed service levels.
- Following training, ensure that cleaning materials and equipment are used in a safe, efficient and cost-effective way.
- Provide cover for absences as required. This could involve working in other areas if necessary.
- Cooperate with the Management Team when random work monitoring inspections are carried out. Comply with any consequent instructions or recommendations.
- Ensure allocated areas are locked and unlocked as directed.
- Occasional movement of furniture as required.
- Maintain cleanliness of fixtures and fittings as required.
- Assist the University in security and energy management programme by ensuring that all lights are switched off and windows closed and locked as appropriate.
- Other requirements of the post:
  - To take care to safeguard your own safety and that of others. You must not use electrical equipment without having received the correct training.
  - Not to interfere with or misuse, anything provided in the interests of Health, Safety or Welfare.
  - To immediately report any defects in plant, equipment or the working environment.
  - To attend training and development courses as required, including the British Institute of Cleaning Service (BICSc) certificate.
  - The ability to communicate effectively with colleagues, managers and customers, and to receive and understand instruction.

Condition of appointment

A number of our cleaning roles are exempt from the Rehabilitation of Offenders Act. If you are appointed to a role that requires an Enhanced DBS clearance you will be asked to declare both unspent and spent convictions.
## Person specification

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
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</thead>
<tbody>
<tr>
<td>British Institute of Cleaning Services Certificate (BICS)</td>
<td>Desirable</td>
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<tr>
<td>IOSH Working Safely Certificate</td>
<td>Desirable</td>
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<tr>
<td>Customer Care Certificate</td>
<td>Desirable</td>
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### Knowledge

<table>
<thead>
<tr>
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<th>Essential / Desirable</th>
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</thead>
<tbody>
<tr>
<td>Awareness of Health &amp; Safety regarding the use of chemicals and safe methods of working</td>
<td>Desirable</td>
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<td>General understanding of cleaning materials, equipment and procedures</td>
<td>Desirable</td>
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### Skills, abilities and competencies

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<th>Essential / Desirable</th>
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</thead>
<tbody>
<tr>
<td>Ability to follow instructions and to work as part of a team</td>
<td>Essential</td>
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<td>Ability to use the internet and e-mail</td>
<td>Essential</td>
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<td>Good communication skills to enable interaction with staff, students and conference guests</td>
<td>Essential</td>
</tr>
<tr>
<td>The ability to communicate effectively with colleagues, managers and customers and to receive and understand instruction.</td>
<td>Essential</td>
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</table>

### Personal attributes

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<th>Essential / Desirable</th>
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<tr>
<td>Ability to carry out significant manual handling duties such as carrying heavy bundles of linen and using heavy floor cleaning machinery.</td>
<td>Essential</td>
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<td>Flexibility to work any 5 days out of 7, including weekends when requested</td>
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### Additional personal attributes

The Directorate of Estates and Campus Services (DECS) has developed a set of core values that promote dignity and respect for all. All members of DECS are expected to adhere to these values and therefore the following personal attributes are essential. A full copy of our values can be found on our website: [DECS values](#).

<table>
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<th>Additional personal attributes</th>
<th>Essential / Desirable</th>
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<tr>
<td>Be honest, consistent and fair in all dealings with colleagues and be welcoming and inclusive to others.</td>
<td>Essential</td>
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<tr>
<td>Have strong team spirit and pride in your standard of work.</td>
<td>Essential</td>
</tr>
<tr>
<td>Value colleagues and support their commitment to behaviour that is consistent with DECS core values.</td>
<td>Essential</td>
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Apply online
• Go to https://jobs.york.ac.uk
• Find this job using reference 9040
• Complete the online application form. [Paper applications are available on request].

You will need to submit your completed application by midnight (GMT) on 17th January 2021

Shortlisting takes place on an ongoing basis and you may be asked to attend an interview prior to the closing date stated. Equally, vacancies may not be immediately available and an offer of appointment may not be made for some time.

What will I need?
We will ask you for details of:
• your personal attributes
• relevant skills and abilities
• two referees

You need to be ready to show us how you meet the requirements of the job, either in a written statement and / or by answering questions.

Help and assistance
If you have any questions about your application, contact the DECS Recruitment team:

decs-recruitment-training@york.ac.uk

+44 (0)1904 323376 or 323377