

JOB DESCRIPTION

Job Title:	Cleaner
Grade:	SCL Grade 2
Responsible to:	Duty Manager
Location:	Ordsall Leisure Centre
Responsible for:	N/A
Hours of Duty:	15 hours per week
Purpose and Objectives of Post:	

To form an integral part of the leisure team working within leisure facilities in Salford. To assist in delivering an efficient and high quality service in relation to hygiene, cleanliness and overall presentation of the designated facility.

To be focused on customer care and health and safety at all times and be a driving force behind cleaning standards across the facility..

Main Duties and Responsibilities:

1. To ensure exemplary hygiene and cleaning standards are maintained in accordance with the facilities cleaning rota. Maintain a litter free environment and report faults or breakages as soon as possible where they occur
2. Ensure that all health and safety standards are assured through appropriate knowledge and use of cleaning materials, chemicals and equipment.
3. Ensure rooms are prepared and presented appropriately prior to bookings.
4. Ensure records of cleaning work undertaken and area visual inspections are made.
5. Attend training courses and meetings as directed by management.

Corporate Responsibilities

1. To ensure high levels of professional conduct at all times, with particular reference to punctuality, dress, presentation and administration.
2. To ensure that customer care is the major priority for service provision.
3. To ensure the service is promoted efficiently, effectively and in keeping with the corporate image of Salford Community Leisure.
4. Considerable importance is attached to the public relations aspect of all work undertaken by Salford Community Leisure staff. It is expected, therefore, that the post holder will at all times project to the public the image of Salford Community Leisure as being keen to assist wherever possible, and positively promote the work that SCL does across its various services
5. SCL expects all its employees to have a full commitment to the SCL's Equal Opportunities Policy and acceptance of a personal responsibility for its practical application. All employees are required to comply with and promote the policy and to ensure that discrimination is eliminated in the service of SCL.
6. To ensure all information received and disseminated, whether verbal or written, concerning all employees, prospective employees or clients, is treated in the strictest confidence, and that all such information held is regulated and controlled in a similar manner
7. To act at all times with due regard to Salford Community Leisure's Health and Safety Policies and related Codes of Practice

Review Arrangements

The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, SCL will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time.

Date, Job, & Description Prepared/Revised: January 2019

Prepared by: Garry Bateman

Agreed by Post holder: