



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Cleaners, Facilities Directorate



Salary: Grade 2 (£15,379 to £15,976 p.a. pro rata)

Reference: FDCCS1118

Closing date: 10 September 2017

Cleaners

Facilities Directorate

Are you passionate about keeping a clean and hygienic environment? Do you want to create a safe and healthy campus for our staff, students, and visitors? Do you have excellent customer service skills?

We are looking for Cleaners to join our busy, quality-focused Cleaning team. You will help provide a clean, safe and well-presented environment, to the highest of standards, ensuring a positive and enjoyable campus experience for all of our students, staff and visitors.

You will be highly motivated with a flexible and positive 'can-do' attitude towards your work. You will have excellent attention to detail with high standards of cleanliness and presentation. You will support colleagues and undertake all cleaning duties as required, such as emptying bins and removing waste to the designated bin site, vacuuming, mopping, spray cleaning, damp dusting fixtures and fittings and cleaning sanitary areas.

The roles are part-time, Monday to Friday, 14 hours per week (Evenings) and 15 hours per week (Mornings). Due to the nature of the role you may also be required to work weekends, bank holidays and University closed days.

What does the role entail?

As a Cleaner, your main duties will include:

- General cleaning duties, including emptying of litter bins, removing waste to designated bin sites, vacuuming, mopping, spray cleaning, damp dusting of fixtures/fittings and cleaning sanitary areas;
- Taking responsibility for the health and safety of yourself and others by adhering to agreed working practices at all times;
- Demonstrating good customer care practices and being helpful towards staff, students and members of the public;
- Reporting any faults or problems with cleaning equipment/materials to the Cleaning Supervisor;



- Reporting any issues or emergencies, for example, floods, intruders, accidents and building maintenance matters immediately to the Cleaning Supervisor or Senior Cleaning Supervisor;
- Ensuring that the security of buildings/rooms cleaned is maintained at all times in line with agreed procedures, for example, switching lights off and locking doors;
- The safe collection, use and return of keys;
- The flexibility to transfer between working areas as requested by the Cleaning Supervisor, and to cover work for absent colleagues on a temporary basis;
- Attending training courses, as appropriate;
- Undertaking special cleans for functions, for example, degree ceremonies and conferences.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

What will you bring to the role?

As a Cleaner you will have:

- Experience of carrying out cleaning duties;
- Good customer care skills, with the ability to be willing, helpful and polite at all times, and maintain a professional appearance;
- The ability to prioritise tasks effectively;
- The ability to work co-operatively within a team, or on own initiative, with minimum supervision;
- Good communication and interpersonal skills, with the ability to deal professionally with students, staff and members of the public;
- A flexible, supportive and professional approach to work, with the flexibility to work weekends, bank holidays and University closed days as required;
- The ability to demonstrate behaviours in line with University and Commercial and Campus Support values.



You may also have:

- Knowledge of Health and Safety practices;
- A British Institute of Cleaning Science (BIC's) Cleaning Operators Proficiency Certificate or a National Vocational Qualification (NVQ) Level 2 in Cleaning or Customer Service.

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised [closing date](#).

Contact information

To explore the post further or for any queries you may have, please contact:

Jacquie Beaumont, Senior Cleaning Supervisor

Tel: +44 (0)113 343 3435

Email: J.beaumont@leeds.ac.uk

Additional information

Working at Leeds

Find out more about the benefits of working at the University and what it's like to live and work in the Leeds area on our [Working at Leeds](#) information page.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found in our [Accessibility](#) information page or by getting in touch with us at disclosure@leeds.ac.uk.



Criminal record information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position, however, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

