



NEWCASTLE  
UNDER  
LYME  
SCHOOL

## NEWCASTLE-UNDER-LYME SCHOOL

### JOB DESCRIPTION

#### Cleaner

- Reports to: Cleaning Supervisor.
- Relationships: It is essential to establish a good working relationship with the caretakers and all other staff.
- Duties & Responsibilities: Duties may include (although this is not an exhaustive list);
- a) Carry out routine cleaning according to the relevant specification.
  - b) Operate mechanical and electrical cleaning equipment with due regard to health and safety and in line with common usage, the user instructions and specific training.
  - c) Report faulty equipment to the charge hand.
  - d) Perform user maintenance on equipment e.g. empty vacuum cleaner bags, clean and replace buffing pads etc.
  - e) Ensure that all equipment is clean and ready for use at the start of the next shift.
  - f) Cover for the temporary absence of cleaners by carrying out tasks outside normal area as required by the charge hand.
  - g) Ensure the areas are locked and secured after cleaning has taken place.
  - h) Carry out any other reasonable duties as requested by the supervisor.