Police Staff
Cleaner
Business Support
Role Definition:WS036 / 17609

ROLE DEFINITION

Dept / Area Command:	Business Support		Section:	Business Support
Post Title:	Cleaner		Post Reference:	WS036 / 17609
Post Grade:	Grade A		Location:	Various Forcewide Locations
Car User Status:			Telephone Allowance:	
Shift Allowance:			Standby Allowance:	
Weekend Enhancement:			Contractual Overtime:	
Line Manager:	Cleaning Supervisor 17608			
Staff Responsibilities:	Not Applicable			
Purpose:	Provide a building cleaning service to a specified standard, support the needs of forcewide activities and ensure a safe and functional working environment for Northumbria Police personnel and visitors.			

Key Responsibilities:-

1. **Carry out appropriate cleaning tasks, in accordance with cleaning specifications, to ensure personnel and visitors are provided with a safe functional environment.**
2. **Maintain up to date knowledge in relevant health and safety legislation, adhering to the Health and Safety at Work Act and COSHH regulations, in order to comply with cleaning safety standards.**
3. **Provide a safe working environment, store cleaning materials and equipment appropriately, to ensure health and safety regulations and guidelines are followed.**
4. **Undertake a range of clerical tasks, assess stock levels, report machinery faults and complete relevant documentation, to ensure a high level of customer service is provided**

5. **Undertake cleaning duties across all geographic area command and / or department workplace locations, as and when demand dictates, in order to contribute to efficiency and effectiveness of the services provided.**

The postholder may be required to undertake such other responsibilities as are reasonably commensurate with the grade of the post.