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| **Police Staff****Cleaner****Business Support****Role Definition:WS036 / 17609** |

 **ROLE DEFINITION**

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| Dept / Area Command: | Business Support  |  | Section: | Business Services  |
| Post Title: | Cleaner  |  | Post Reference: | WS036 / 17609  |
| Post Grade: | Grade A   |  | Location: | Forcewide  |
| Car User Status: |   |  | Telephone Allowance: |   |
| Shift Allowance: |   |  | Standby Allowance: |   |
| Weekend Enhancement: |   |  | Contractual Overtime: |   |
| Line Manager: | Cleaning Supervisor |
| Staff Responsibilities: | Not Applicable |
| Purpose: |  Provide a building cleaning service to the specified standard, adhering to health and safety regulations providing a safe and functional working environment for Northumbria Police personnel and visitors. |

**Key Responsibilities:-

1. Carry out daily cleaning tasks to a good standard, adhering to the correct cleaning specifications, to ensure personnel and visitors are provided with a safe and functional environment.

2. Maintain up to date knowledge in health and safety and legislation, adhering to the Health and Safety at Work Act and COSHH regulations.

3. Ensure that cleaning equipment and materials are used, maintained and stored correctly in line with force policy and health and safety regulations.

4. Undertake a range of clerical tasks; assess stock levels, report machine faults and health and safety issues. Complete relevant forms and ensure you keep yourself updated with force news/information.

5. Undertake cleaning duties across all geographic areas and workplace locations, as and when demand dictates, in line with force demand and organisational change.

6. Maintain good communication with colleagues, line management and other relevant departments.

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