

JOB DESCRIPTION

JOB TITLE:	General Cleaning Operative –Deane Road Campus
Sector/Section:	Estates/Facilities Management
Directly responsible to:	Cleaning Supervisor
Directly responsible for:	Areas of College as specified, dependant on each individual departments needs, based on Service Level Agreement schedules of work.

PURPOSE OF JOB:

To provide general cleaning duties across a range of College rooms/areas at above site.

To create a clean safe and welcoming environment to College staff, students and visitors.

MAIN RESPONSIBILITIES AND DUTIES:

- 1) To provide an on site cleaning resource for all cleaning duties as directed by the Colleges cleaning Service Level Agreement.
- 2) To use equipment provided by the College, for which training will be given.
- 3) Must have flexibility to the task of general cleaning duties is essential.
- 4) The ability to work as part of a team.
- 5) To take part in any staff development training considered necessary eg lifting and handling, health and safety etc
- 6) To attend termly staff meetings as required.
- 7) To carry out any other duties as may be required by the Principal, commensurate with the grade and nature of the post.
- 8) To encourage and promote a positive attitude towards Equal Opportunities in the activities of the College.
- 9) In carrying out their duties the appointee must:
 - Comply with Health and Safety Regulations
 - Be aware of the College statement on Health & Safety.
 - Bolton College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Place of Work

The principal place of work for this post will be Bolton College's premises at Deane Road Campus. However, the post holder may be required to work on either a temporary or an indefinite basis at any premises at which it may from time to time provides services or at other locations, mainly in the Bolton area when required.

Working Hours

Detailed below:

Mon – Fri 6:00 am – 9:00 am

The post holder will be expected to work such hours as are necessary for the proper performance of their duties and responsibilities. The postholder may from time to time be required to work on a Saturday or Sunday in which case overtime payments will be arranged.

Probationary Period

If the post holder is a new employee to the College, the first 9 months of employment will be a probationary period, during which the suitability of the post holder for the position will be assessed. The Corporation reserves the right to extend the probationary period, if, in its opinion, circumstances so require. During the probationary period, the employment may be terminated either by the post holder or by the Corporation on giving one month written notice. The Corporation's Disciplinary Procedure will not apply during the probationary period.

Appraisal

The post holder will be required to participate in a staff appraisal scheme approved by the Corporation.

Review

All job descriptions will be reviewed and adjusted annually as part of the appraisal scheme.

PHYSICAL CONDITIONS

This post may be based at any of the Bolton College sites and may involve split site working.

Smoking is not permitted on Bolton College sites.

JOB DESCRIPTION PREPARED BY: Site Facilities Officer

DATE: July 2015