

Job Description

Job Title	Mobile Cleaning Assistant
Directorate	City Development
Service Area	Corporate Landlord
Grade	2
Competency Level	1
Salary	£22,737 - £23,500
Job Type	Office Based
Location	Citywide
Disclosure and barring service (DBS)	Enhanced DBS
Job Evaluation Ref No	

Job Purpose

To perform specialist cleaning tasks in support of the general cleaning service

Directly Responsible For:

Not applicable

Directly Responsible To:

Mobile Team Leader Driver

Main Areas of Responsibility:

- Undertake, individually or as part of a team, the cleaning of designated areas to ensure that they are kept in a clean and hygienic condition. Including the sweeping, washing, vacuum cleaning, emptying of litter bins, polishing and dusting of designated areas which may include toilet and associated facilities, fixtures and fittings, using the necessary materials and powered equipment.
- Undertake any duties assigned in any building assigned by the Cleaning Manager.
- To perform specialist cleaning tasks, as directed, involving the use of specialist equipment, materials, plant and powered access equipment.
- Undertake driving duties utilising a council vehicle in order to transport operatives, plant and equipment as directed by the Cleaning Manager.
- To be responsible for the cleaning materials, plant and equipment used in providing the service.
- To adhere to all statutory requirements, codes of practice and procedures relating to Health and Safety.
- To undertake any training as required ensuring that all cleaning tasks are performed safely and effectively and aid the development of the service.
- To carry out key holding duties where appropriate.

Supervision and Management Responsibility:

- No supervisory or line manager responsibility.

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact.

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities.

Physical Demands of the Job:

- Use of specialist electrical cleaning machinery.
- Sweeping, washing, vacuum cleaning, emptying of litter bins.
- Driving council registered vehicles.

Corporate Responsibility:

- Contribute to the delivery of the Council Plan.
- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement.
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance.
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan.

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we

treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level 1.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Personal Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Numeracy and literacy skills (A/I)
- Understanding in principles of COSHH (A/I)
- Hold a current UK Driving License. (A/I)

Desirable

- Demonstrate a willingness to undertake any additional training as required to further improve/enhance the job and delivery of the service

Experience

Essential

- Experience in the provision of building cleaning services (A/I)
- Experience in the use of buffing and the use of electrical cleaning machines (A/I)

Desirable

- Previous experience of cleaning industry using electrical machinery

- Knowledge of relevant health and safety procedures relating to cleaning activities

Skills/Abilities

Essential

- Ability to effectively work alone or effectively as part of a team (A/I)
- Ability to respond effectively to emergency cleaning situations (A/I)

Desirable

- Ability to adapt to changes within the service

Commitment

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council
- Providing a quality service which meets customers' requirements

Other

Essential

- This post is subject to a Disclosure and Barring Service (DBS) check at the appropriate level (A/I)
- An understanding of child protection issues surrounding the provision of the service to a wide range of buildings (A/I)