

JOB DESCRIPTION



SU PURPOSE: To represent, support and enhance the lives of University of Sheffield students.

DEPARTMENT: Facilities

JOB TITLE: Evening Cleaner

REPORTING TO: Cleaning Manager, Cleaning Supervisor & Security Manager/Supervisor when on shift

DIRECT REPORTS: None

PURPOSE OF ROLE: To clean areas of the Students' Union to the required standards as instructed.

- IN PARTICULAR:**
1. Cleaning duties within the Students' Union
 2. Comply with health and safety legislation
 3. General Duties

	MAIN RESPONSIBILITIES	KEY RESULT AREAS
1.	Cleaning duties within the Students' Union	
	a) To undertake cleaning duties in any area of the Students' Union as required to the specified standard. Evening cleaners will be required to cover levels 3 & 4 of the Students union including offices and toilets once the building has closed.	<ul style="list-style-type: none"> • Areas of Student Union where cleaning staff will be required to work are: Offices, corridors, stairs, staff kitchen & changing rooms, sitting areas, meeting rooms and toilets. • Cleaning duties include, sweeping, mopping, scrubbing floors (using machinery), cleaning toilets, buffing floors (using machinery), moving furniture, empty bins, dispose of general waste and food waste, dealing with bodily fluids, dusting, wiping, vacuuming, cleaning kitchen areas. • Health & Safety procedures are followed
	b) Emptying of bins / safe removal of general waste & food waste.	<ul style="list-style-type: none"> • Waste is disposed of in line with the SU's environmental policy • Bins are rinsed/cleaned regularly
2.	Comply with health and safety legislation	
	c) Safe movement of furniture to enable efficient cleaning of each area.	<ul style="list-style-type: none"> • Furniture is moved in line with manual handling training • Cleaning in all areas meets the same high standard
	d) To use any cleaning equipment / machinery as required, such as scrubber dryers, rotary machines and vacuum cleaners.	<ul style="list-style-type: none"> • Equipment is utilised in the manner specified in staff training
	e) Report issues relating to Health & Safety or general maintenance identified during the course of the job, such as broken toilets, trip hazards, & faulty sockets.	<ul style="list-style-type: none"> • Issues are identified & reported promptly

3. General Duties		
	a) Maximise the potential of effective internal communication.	<ul style="list-style-type: none"> • Appropriate channels and targeted messaging is used to engage with a variety of audiences.
	b) Contribute to the positive image of SSU with students, University, other stakeholders and staff.	<ul style="list-style-type: none"> • High satisfaction responses to surveys, NPS, awards etc.
	c) Work with colleagues to ensure a full effective service is provided at all times; provide cover as necessary.	<ul style="list-style-type: none"> • Maximum availability of services. • Embrace the culture of SSU and its values.
	d) Ensure personal knowledge and skills are updated to ensure effectiveness in meeting work objectives.	<ul style="list-style-type: none"> • Evidence of attendance at training events, seminars, conferences etc. • Embrace change and development in a positive manner.
	e) Is committed to promoting equality, diversity and inclusion, health and safety and sustainability issues.	<ul style="list-style-type: none"> • Evidence of embracing these areas in a positive manner.
	f) Such other duties as may be reasonably prescribed by SSU, appropriate to the grade and responsibilities of this post.	<ul style="list-style-type: none"> • Embrace all opportunities in a positive manner. • Willing to use new methods and approaches. • Enthusiastic towards changing circumstances. • Staff behaviours are demonstrated.

SU Staff Behaviours: The following behaviours have been developed in line with our organisational strategy for staff to aspire to, and be measured against, as part of their annual performance review and ongoing development:

- Delivers service excellence
- Communicates effectively and works as a collaborative team
- Builds strong working relationships
- Demonstrates social responsibility, recognises ethical and environmental working and complies with legal requirements
- Creates and maintains a 'can do' culture
- Demonstrates financial awareness and optimises the use of resources
- Demonstrates creativity and innovation
- Demonstrates effective decision-making and problem-solving

PERSON SPECIFICATION

KEY: **A** = Application Form; **I** = Interview; **R** = References; **E** = Essential; **D** = Desirable

	CRITERIA	E / D	Assessed Via
Personal Skills:	• Ability to work individually and as part of a team	E	I & R
	• Ability to use own initiative	E	I & R
	• Ability to work to deadlines	E	R
	• Ability to work under pressure	E	A, I & R
Experience:	• At least 2 years previous experience in a similar role	D	A, I & R
	• Previous experience using specialist cleaning equipment	D	A, I & R
	• Previous experience working in similar commercial environments	D	A & I
Attitude:	• Commitment to working in line with our Staff Behaviours	E	I
	• Polite and courteous	E	I
	• Honest and trustworthy	E	R
	• Punctual and reliable	E	I & R
	• Flexible	D	I
Qualifications / Training:	• Willingness to undertake relevant training	E	I
	• Trained in cleaning practices (BICS or equivalent)	D	A, I & R
	• Health and Safety training	D	A, I & R
	• Manual Handling training	D	A, I & R
	• First Aid training	D	A, I & R
Additional requirements:	• Cleaning staff are required to wear a uniform (provided)	E	I
		E	I & R