

LEATHERMARKET JMB**Job Title****Estate Cleaner**

Main purpose of the job	To clean communal areas to a consistently high standard
Management of people	None
Line manager	Estates Services Manager
Main duties and responsibilities	<p>CLEANING AND CLEARING</p> <ul style="list-style-type: none"><input type="checkbox"/> Cleaning of communal areas of estates including estate paths and roads, grass and shrub areas, lifts, lobbies, stairs, balconies, bin and chute areas<input type="checkbox"/> Cleaning tasks to include sweeping, mopping, litter removal, removal of dirty waste (dog and human)<input type="checkbox"/> Delivering cleaning to a consistently high standard following the agreed cleaning programme of daily, weekly, monthly and seasonal cleaning tasks (including leaf clearance, gritting, snow clearance)<input type="checkbox"/> Always meeting the minimum agreed cleaning standard as advertised to JMB residents<input type="checkbox"/> Removal of bulk refuse to a collection point in a safe manner, calling on colleagues for help for heavy or bulky items<input type="checkbox"/> Specialist cleans that may need the use of specialist machinery and chemicals e.g. jet washing, deep cleaning, buffing etc<input type="checkbox"/> Clearing blocked chutes and hoppers<input type="checkbox"/> Cleaning of other areas as instructed e.g. around the JMB office <p>BULK REFUSE REMOVAL</p> <ul style="list-style-type: none"><input type="checkbox"/> Safely lifting and carrying bulky items such as washing machines and sofas up to 25kg, working with colleagues where appropriate, transferring them to collection points<input type="checkbox"/> Sorting bulky waste at the council depot, separating into the required categories including recyclables<input type="checkbox"/> Collection and transporting of equipment and supplies as appropriate<input type="checkbox"/> Other driving duties as are required from time to time <p>HEALTH & SAFETY AND SECURITY</p> <ul style="list-style-type: none"><input type="checkbox"/> Prioritising cleaning tasks that remove health and safety hazards, dealing with them as quickly and safely as possible<input type="checkbox"/> Using wet signs when mopping stairs and walkways<input type="checkbox"/> Reporting Health & Safety hazards<input type="checkbox"/> Safe use and storage of machinery, chemicals and personal protective equipment (PPE) as per instructions, training and COSHH requirements as appropriate<input type="checkbox"/> Wearing the JMB cleaners uniform at all times so you are easily identifiable by residents<input type="checkbox"/> Reporting immediately any vandalism, suspicious or antisocial behaviour on the estates

	<p>MONITORING</p> <ul style="list-style-type: none"> ❑ Report any difficulties you are having completing tasks on the cleaning schedule ❑ Monitoring and reporting lift breakdowns daily ❑ Monitoring and cleaning / reporting problems on play areas daily <p>POLICIES AND PROCEDURES</p> <ul style="list-style-type: none"> ❑ To follow all appropriate Leathermarket JMB policies and procedures including health and safety and equal opportunities requirements ❑ To treat all Leathermarket JMB tenants, leaseholders and colleagues with respect at all times – you will be working in public areas and come into daily contact with residents and the general public <p>OTHER TASKS</p> <ul style="list-style-type: none"> ❑ On occasion particular tasks may vary to take into account the JMB business need. Tasks are likely to vary to take account of weather conditions ❑ You may be asked to work on a patch, covering particular estates or blocks. Alternatively you may be asked to join a team that provides cover for absent colleagues, carries out cyclical deep cleaning programmes etc. This is at manager's discretion.
<p>Person Specification</p>	<p>EXPERIENCE DESIRABLE Cleaning of public areas and estates Full driving licence (will be inspected)</p> <p>KNOWLEDGE DESIRABLE Use of cleaning chemicals and machinery Basic estate cleaning techniques Safe handling and lifting</p> <p>SKILLS, ABILITIES AND APTITUDES ESSENTIAL</p> <ul style="list-style-type: none"> ❑ Self motivating ❑ Ability to organise and prioritise workload ❑ Able to lift and carry bulky and heavy items up to 25kg and carry out daily, weekly and monthly cleaning tasks ❑ good team working skills ❑ Thorough ❑ Treat all residents and colleagues with respect at all times ❑ Ability to handle occasional difficult situations (e.g. resident being abusive) with tact and diplomacy ❑ Health and safety aware

Please note this job description is intended to give an indication of your main duties and responsibilities. Job descriptions are a statement of a job at a specific moment in time. They cannot take into account changes that may occur. Should you feel major changes have taken place, this should be reported to the management of Leathermarket JMB.