

## Service Document Standard Form:

### Role Profile

Linked documents: *Job Evaluation Guidance Note*



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#### ROLE DETAILS:

<b>Role Title:</b>	Cleaner
<b>Grade:</b>	Scale B
<b>Service area:</b>	Finance and Assets
<b>Responsible to:</b>	Cleaning Supervisor

#### PURPOSE OF THE ROLE: *Why the role exists and what it has to achieve*

To complete cleaning tasks of designated areas at various locations to the standards expected of the Authority, as well as provide support to the Facilities Team in the delivery of housekeeping, soft services.

#### DIMENSIONS OF THE ROLE: *The key statistics associated with the role*

**Financial** - None

**Staff responsibilities** - None

#### PRINCIPAL ACCOUNTABILITIES: *What the role is accountable for and required to deliver*

1. To carry out cleaning tasks of designated areas at various locations to the standards expected of the Authority.
2. Reporting any defects or potential hazards not previously noted
3. Operation of powered equipment i.e. vacuum cleaner, polisher etc
4. To undertake duties including manual handling and lifting when necessary
5. Ordering and stock control of all cleaning materials & items
6. Keeping any service vehicle used in a clean and tidy condition and ensure maintenance schedules are adhered to
7. To be aware of all necessary quality standards and performances measures and ensure that they are adhered to.
8. To Travel to various locations from time to time to complete tasks aligned to the role.
9. Provide support to the Facilities Team in the delivery of housekeeping, soft services

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### DECISION MAKING:

#### Make decisions:

- The postholder will be expected to demonstrate effective and efficient implementation of their qualifications, knowledge and skills and successful outcomes in their experience

#### Significant say in decisions:

- Deputies for the Cleaning Supervisor as required

### CONTACT WITH OTHERS: *The frequent contact the role holder has with others and for what purpose*

#### Internal:

- Staff, Visitors at all levels

#### External:

- Contractors, Service providers, Emergency service partners

### PERSONAL REQUIREMENTS:

- To participate in a programme of continuous personal and professional development relevant to the role
- To demonstrate conduct and behaviours in accordance with the Service policies, values and norms
- To comply with the Service's aims, organisational values and behaviours and their impact on this post
- To be committed to protecting and respecting the privacy of individuals and the responsible handling of personal information
- To ensure all aspects of health and safety are adhered to. Ensuring that all employees, visitors, contractors etc. within the area are following statutory requirements and Service policies and procedures
- The Service is committed to safeguarding and promoting the welfare of children and vulnerable adults, and expects all employees and volunteers to share this commitment
- To undertake, with appropriate training, the duties of other roles as required
- To mentor and coach employees as required
- To contribute to the development and implementation of relevant policies and procedures
- Attend meetings as required and submit information in appropriate formats as required
- To undertake any other duties which fall within the broad spirit, scope, levels and purpose of this role that may reasonably be required from time to time, at any location required by the Service

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#### **REQUIREMENTS: Essential Criteria**

*The skills, knowledge, qualifications and training required to perform the role*

##### **Qualifications & Training:**

- Driving Licence.

##### **Experience:**

- Working efficiently as a cleaner

##### **Skills:**

- Flexible approach
- Friendly, polite attitude towards colleagues and visitors
- Reliable and conscientious
- Honest and trustworthy
- Ability to maintain confidentiality
- Works on own initiative
- Ability to work as part of a team

#### **REQUIREMENTS: Desirable Criteria**

*The skills, knowledge, qualifications and training required to perform the role*

##### **Qualifications & Training:**

- Cleaning NVQ 1&2 (City & Guilds).

##### **Experience:**

- Awareness of health and safety including COSHH

#### **ANY ADDITIONAL INFORMATION:** *Information relevant to the role.*

The post holder will be expected to have a flexible approach to work, possessing a high level of integrity, honesty, reliability and confidentiality.

This role profile will be supplemented by annual target-based outcomes, which will be developed in conjunction with the role holder. It will be subject to regular review and the Service reserves the right to amend or add to the content listed above.