

LIBRARIES NI

JOB DESCRIPTION

Job Title:	Cleaner (5 Posts) Causeway Coast and Glens
Grade:	Clerical Officer
Salary:	£24,413- £24,796 (NJC points 2-3)
Hours:	Ballycastle 7 Library hours per week Ballymoney 12 Library hours per week Garvagh 5 Library hours per week Limavady 10 Library hours per week Portstewart 6 Library hours per week
Location(s):	Ballycastle Library, Ballymoney Library, Garvagh Library, Limavady Library, Portstewart Library
Responsible to:	Branch Library Manager
Job Purpose:	Undertake as part of a team the cleaning of any area within premises, designated by the line manager.

MAIN DUTIES AND RESPONSIBILITIES

Under the direction of the appropriate Line Manager:

1. Sweep, suction clean, mop, dry buff, spray clean, spray wax, machine scrub and dry, strip and re-polish floors using appropriate equipment.
2. Clean and remove stains of soft floor surfaces (carpets/matting) using the appropriate cleaning method.
3. Clean toilet and shower area including the fixtures and fittings.
4. Clean, wash and dust ledges, wall, fixtures, fittings and internal surfaces up to 3.35M. Polishing furniture, where appropriate.
5. Empty and clean internal litter bins and remove litter to the designated collection points.

General Conditions

1. All duties must be carried out to comply with:
 - a) The Health and Safety at Work (NI) Order 1978;
 - b) Acts of Parliament, Statutory Instruments and Regulations and other legal requirements;
 - c) The COSHH Regulations;
 - d) Codes of Practice.
2. All duties will be carried out in the working conditions normally inherent in the particular job.
3. Cover colleagues on sick leave in line with Libraries NI procedure.

4. Absence must be reported in line with Libraries NI Procedure and the relevant forms must be completed and signed by the Building Supervisor.
5. When carrying out cleaning duties protective clothing or work issued wear must be worn.
6. Flat-soled enclosed –toe footwear should be worn when carrying out cleaning duties.
7. Any cleaning equipment issued must be used and cared for in an appropriate and safe manner, with any defects being reported immediately.
8. All necessary paperwork must be completed.
9. Duties will be carried out for jobs up to and including those in the same grade, provided such duties are within the competence of the employee.

Training

1. Employees will accept training for jobs graded at a higher level than their own. Payment will only be made where the requirement by the authority for the higher level duties to be carried out.
2. Employees must accept any training to facilitate the undertaking of duties up to and including their own grade. The training to include:
 - a) Induction Training
 - b) Refresher Training

PERSON SPECIFICATION

Applicants must provide evidence that, by the closing date, they meet the following criteria:

Essential

Experience:

1. Cleaning experience outside the home environment.

Skills:

2. Ability to work as part of a team.

Personal Qualities:

3. Willing to undertake necessary training.

Desirable

Experience:

1. One year's cleaning experience working in a cleaner role, in a medium/large building will be preferable.
2. Experience of using electrical/mechanical cleaning equipment.
3. Knowledge of cleaning procedures and Health and Safety at Work (NI) Order 1978

The above essential criteria will be used for shortlisting purposes. If deemed necessary essential criteria may be enhanced and/or Desirable may be used for shortlisting.

Where a competition identifies more appointable candidates than there are available vacancies, a Reserve List may be created in order of suitability for further appointments within Libraries NI. This may be used for up to 12 months to fill the same or like vacancies with a similar job description and personnel specification and on the same salary scale, without further testing of merit.

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TERMS AND CONDITIONS

These are permanent appointments. The successful candidate will be employed on NJC terms and conditions of service and membership of the Northern Ireland Local Government Pension Scheme is automatic for persons eligible to join. Further information about pensions is available on the NILGOSC website www.nilgosc.org.uk

Annual leave entitlement for the full leave is 23 days (pro rata for part time posts) increasing to 29 days after five years' service. In addition there are usually 12 statutory holidays

Where applicable the appointment will be subject to satisfactory completion of all procedural and pre-employment checks.

Where applicable the successful candidate will be subject to a probationary period of six months.

An unpaid meal break of 30 minutes will normally be taken by employees who are contracted to work 4 hours or more per day.

Travelling and Subsistence

Travel expenses at rates approved by Libraries NI will be paid in respect of approved journeys necessary as an employee of Libraries NI.

Mobility Clause

The post will be located in an agreed location, or at any alternative premises as may be reasonably required and may be subject to change following consultation with the post holder.

Excess Fares

If you are an employee of Libraries NI and in receipt of excess fares, this provision will cease on appointment.

Information on the selection process is detailed in Libraries NI 'Guidance Notes for Applicants.' It is important that applicants refer to these notes when completing their application form.

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To view Libraries NI's privacy statement please visit www.librariesni.org.uk or ask Human Resources staff for a copy.

