# PCCLogo-Landscape

# EMPLOYEE SPECIFICATION

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| **DEPARTMENT: Environment and Property** | **SECTION:** Operational Property |
| **Post No:****EPEN04003** | **Designation:** **Part-Time Site Cleaning Operative** | **Grade: 4** **(SCP 6-8)** |

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| **Qualification:**(D) NVQ1 or Equivalent in Building Cleaning |
| **Knowledge/Skills/Abilities:**(E) Physically fit, healthy, and able to handle and manoeuvre robust outdoor market stalls.(E) Good timekeeping, flexible approach to work and good attendance record(E) Positive attitude and approach to management, colleagues, market traders and the general public.(E) Able, with training to undertake a range of general cleaning duties.(E) Able to work independently, without constant direct supervision.(E) Able, with training, to carry out basic safety checks on equipment before commencing work.(E) Able to carry out administrative tasks and maintain basic records. (E) Able to carry out key holder duties as and when required.(E) Able to work in all weather conditions. (E) Able with training to use industrial cleaning equipment and machines.(E) Able to occasionally undertake some supervisory duties when required.(D) Proven ability to meet high productivity levels.(D) Knowledge of Health & Safety procedures within the cleaning industry.(D) Knowledge and use of cleaning chemicals.(D) Have good social and communication skills.(D) Be smart in appearance.. |
| **Experience:**(D) To have experience of carrying out some supervisory duties(D) To have used industrial cleaning chemicals and a basic understanding of C.O.S.H.H. (D) To have experience of carrying out administrative tasks and maintaining basic records. (D) To have experience of working with a Quality Management System.(D) To have knowledge of maintaining equipment records. |
| **Special Requirement:**(E) Willing to undertake appropriate training |
| NB D = Desirable  E = Essential  |
| Date Produced: August 2024 |