



School Cleaner/Catering Assistant

JOB DESCRIPTION

Post: School Cleaner/Catering Assistant

Supervised by: Caretaker/Head of Kitchen

Hours of duties: 5 days a week – Monday to Friday during term time.

Shift patterns: 12:30 – 18:00

CRITERIA

Skills/Abilities/Knowledge

- Ability to carry out general cleaning duties as detailed in the Job Description.
- Is punctual and reliable.
- Ability to manage time effectively to complete tasks to a high level.
- Ability to prioritise work.
- Able to work with minimum supervision.
- Ability to work alone and within a team to achieve specified standards.
- Be flexible to changing demands of the post.
- Take pride in a job well done.
- Ability to respect and value the different experiences, ideas and backgrounds others can bring to work and teams.
- Have an awareness of and display a commitment to the relevant legislation and guidance in working practises in relation to the safeguarding of children and young people.
- To undertake any training relevant to your role.

The Caretaking and cleaning team as a whole are responsible for maintaining high standards throughout the school. Each cleaner will be responsible for an area and will be expected to clean to the frequency and standards set out. At the direction of the Facilities Manager, cleaning staff will clean other areas as required within the contractual hours.

The Headteacher will delegate the monitoring of the cleaners to the Facilities Manager and it is his/her responsibility to ensure that high standards of cleanliness are reached and maintained.

Main Duties – Daily

Toilet and Cloakroom Areas

- Clean lavatory basins with appropriate cleaner provided.
- Clean inside and outside surrounds of sinks.
- Clean taps.
- Refill toilet dispensers in all cubicles.
- Wipe tiles.
- Polish mirrors.
- Wipe paintwork.
- Empty rubbish bins.
- Clean and mop floor with appropriate cleaner provided.

Classrooms/Group rooms/Music Rooms/Theatres/Staffroom/Meeting Rooms/Library areas/Science rooms/Offices/Art rooms/Technology rooms/Sports facilities.

- Vacuum carpets
- Hard floors – sweep or vacuum then wash
- Furniture / desks / tables- wash/dust (all removable furniture e.g. trolleys must be pulled out and cleaned under)
- Fixtures and fittings –dust and damp wipe (incl. Skirting, pipes, window ledges etc.)
- Bins-Empty daily and damp wipe when needed
- Clean inside and outside surrounds of sinks
- Doors/Walls- remove marks from glass, doors and walls
- Clean telephones
- Remove all chewing gum from floors and furniture

Corridors/Stairs

- Vacuum carpets
- Sweep and mop floors
- Fixtures and fittings- dust and damp wipe (incl. skirting, pipes, window ledges, banisters etc.)
- Doors and walls – remove marks from glass, doors and walls
- Dust and clean lockers

Kitchens

- Clean and disinfect sinks inside and outside with appropriate cleaner
- Wipe and disinfect all work surfaces, kitchen units and tiles
- Wipe windowsills, hand dryers etc.
- Clean and disinfect the outside of ovens, washing machines, fridges, dishwashers etc.
- Fixtures and fittings- dust and damp wipe (incl. Skirting, pipes etc.)
- Clean and mop floor with appropriate cleaner

Catering Assistant:

- Assisting with catering team in serving food to students

Additional Responsibilities:

- Undertake any duties reasonably requested by the Headteacher.