

Role Description & Person Specification

Part time Cleaner (Sea Terminal) - Department of Infrastructure (16hrs per week)

What will you do?

The Sea Terminal is a key gateway to the Isle of Man, welcoming thousands of visitors, residents, and business travellers each year. As such, maintaining a clean, safe, and welcoming environment is essential to creating a positive first impression of the Island.

The main purpose of the job is to work as part of a team and in conjunction with the Site Manager/Caretaker and other staff to thoroughly clean designated areas of the establishment and ensure a high standard of cleanliness and hygiene.

What does that involve?

To be effective in the role the post holder must be well organised, self-motivated and be able to work unsupervised. After a period of instruction, they will be expected to use independent judgement and initiative on a daily basis in planning some aspects of the work schedule.

Working on site the post holder is a front-line representative at the site; therefore, the post holder must be able to interact and communicate with both members of the public and staff in an appropriate manner. The position is located at the Sea Terminal; there may be occasional requirements to provide support at other departmental properties. Making the areas clean and safe for Staff and Public who use the buildings/sites.

A secondary objective of the post is to monitor the area of work and ensure that they are kept free from obstructions and identify any Health & Safety issues or hygiene related problems. This means that they have to be actively involved in the continuous monitoring and reporting of Health & Safety concerns and maintenance issues. Following relevant training, they will be expected to take immediate action when an incident occurs e.g. notifying their manager or supervisor or senior member of staff.

The working hours include early and late shifts on a rota basis including weekends and bank holidays. The post holder will be required to have good basic reading skills, being competent enough to independently review and comprehend standard instructions. In addition, they should have at least basic written skills, sufficient to make clear records e.g. accident record book.

In performing these duties the post holder will be required to;

Cleaning

- Washing, cleaning, sweeping, tidying, vacuum cleaning, carpet shampooing, polishing and dusting in various areas of site/premises, including cleaning of windows/doors, cleaning equipment after use, changing filters and bags.
- Removal of litter receptacles for disposal.
- Cleaning of toilets, showers and associated fittings.

- Using mechanical powered equipment where appropriate, e.g. polishing machines, scrubbing machines, vacuum cleaning wet and dry and carpet cleaners.
- Enhanced training in the use of specialist cleaning equipment will be given.
- Visually checking equipment before use.

Health and Safety

- Awareness and compliance with health and safety in working area on a day-to-day basis and ensuring, as far as reasonably practicable, that they are familiar with all relevant health and safety legislation and recommendations and that these are observed within their areas of responsibility.

In particular, the post holder is required to;

- Be familiar with and follow the policy statement on Health and Safety at Work.
- Report any accident in the post holder's area in the accident book and follow the procedures for dealing with any accident.
- Be familiar with and follow with the risk assessments and COSHH guidelines for the appropriate use and storage of all chemicals/cleaning products used while working on the school sites.
- Follow safe working practises when undertaking all cleaning tasks with an understanding of the risk assessments.
- Undertake courses relating to Health, Safety & Hygiene which relate to the tasks undertaken in this role.
- Take responsibility for own personal hygiene, health and safety and ensure that appropriate clothing and footwear are worn at all times.

Site Maintenance and Management

- Reporting on maintenance faults and defects noticed when performing duties.
- Actively involved in the site energy efficiency programme e.g. switching off lights.
- Be required to have an overview of the site security systems.
- When required, where applicable, to be responsible in the daily opening/closing of the site.
- In case of an emergency, opening or closure of the site.
- When required, assist with the movement of furniture and equipment around the site.

Other duties

- Provide additional cover if and when required when other members of the team are absent from work or due to circumstances which demands extra cover, TT week and Manx Grand Prix etc.
- To work constructively and flexibly as a team member by undertaking other tasks appropriate to the grade and role.
- Maintaining good working relationships with colleagues.
- Contributing to a quality service working to agreed standards.
- Maintaining confidentiality.
- Updating PiP (online HR system) for holidays and sickness etc.

What do you need to be successful in this role?

	Essential or Desirable	Method of Assessment
Credibility		
Current First Aid Certificate.	Desirable	CV
Previous experience of working in a cleaning role.	Essential	CV/Interview
Experience and knowledge of working with various types of machinery for cleaning multiple surfaces and follow procedures for cleaning the machinery after use.	Essential	CV/Interview
Capability		
Able to follow Health and Safety practices, standards expected in terms of cleanliness and hygiene, including knowledge of COSHH in respect of working with chemicals and products for cleaning various surfaces.	Desirable	CV/Interview
Able to prioritise areas for cleaning, considers which materials and equipment to use. To be able to refer to supervisor details of equipment breakdown and requests for supply of new materials.	Desirable	CV/Interview
Good interpersonal and communication skills, with the ability to communicate effectively with colleagues and public.	Essential	CV/Interview
Ability and desire to achieve high standards, be able to discuss areas to be cleaned and equipment to be used.	Essential	CV/Interview
Ability to work effectively independently and as part of a team, must be flexible and adaptable.	Essential	CV/Interview
Character		
Positive approach to challenges and change with a willingness to be trained and to apply new skills.	Essential	CV/Interview
Positive and active contributor to the daily routines within the role, taking pride in completing the job and achieving a good performance that is measurable.	Essential	CV/Interview
Commitment to and understanding of equal opportunities, treating everyone fairly and with decency.	Essential	CV/Interview
Value other's skills and diversity, including being thoughtful, caring and supportive.	Essential	CV/Interview
Good team worker but able to undertake cleaning tasks without direct supervision when required.	Essential	CV/Interview
Enthusiastic and energetic with the ability to inspire and motivate others within the team to provide a clean and safe environment for all users.	Essential	CV/Interview

Sensitive to the working environment and the demands and understanding the importance of being a positive role model.	Essential	CV/Interview
Discrete and maintain confidentiality, working in a culture that is open, honest and supportive.	Essential	CV/Interview
Other requirements		
Physically able to conduct the requirements of the role. Please note this role involves standing, walking, scrubbing, lifting and carrying, sometimes in awkward positions. It also involves working with equipment that can be noisy and vibrates.	Essential	Pre-employment checks
Ability to work with a wide range of cleaning materials, including chemicals.	Essential	Pre-employment checks
Willingness to work early and late shifts as part of a rota, including weekends and bank holidays.	Essential	CV/Interview
Satisfactory police check.	Essential	Pre-employment checks
Isle of Man Worker.	Desirable	Application
Driving Licence.	Desirable	Pre-employment checks

Please note that the following outlines the general nature and level of responsibility associated with the role. It is not an exhaustive list of all tasks the Cleaner may be required to perform. The post holder may be asked to carry out other duties appropriate to the level of the role, as directed.