

# JOB DESCRIPTION



<b>Job Title:</b> Cleaner (x4)
<b>Department:</b> Estates
<b>Faculty/Professional Service:</b> Central Services
<b>Location:</b> London
<b>Reports to:</b> Head of Domestic Services
<b>Full Time/Part Time/Casual:</b> Part-time
<b>Hours:</b> 10 hours (Hours to be confirmed at time of interview)
<b>Grade:</b> Grade 1
<b>Overall Purpose of the job:</b> The post holder is responsible for the provision of cleaning, washing, sweeping, mopping, dusting, polishing and vacuum cleaning of designated areas to the required standard. You are expected to be proactive and accountable in your approach to the role and ensure you exceed expectations at all times.  At all times, you are required to adhere to the following supporting documentation: <ul style="list-style-type: none"><li>• Uniform standards</li><li>• Operational manual</li><li>• Employee handbook</li><li>• Employee contract</li></ul>

## General Information

The London School of Hygiene & Tropical Medicine (LSHTM) is renowned for its research, postgraduate studies, and continuing education in public and global health.

Our mission is to improve health and health equity in the UK and worldwide; working in partnership to achieve excellence in public and global health research, education, and translation of knowledge into policy and practice.

We embrace and value the diversity of our staff and student population and seek to promote equity, diversity, and inclusion as essential elements in contribution to improving health worldwide. We believe that when people feel respected and included, they can be more creative, successful, and happier at work. While we have more work to do, we are committed to building an inclusive workplace, a community that everyone feels a part of, which is safe, respectful, supportive and enables all to reach their full potential.

To discover more about LSHTM please click [here](#).

## Our Values

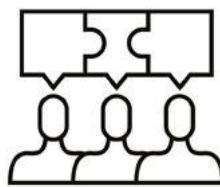
Our values establish how we aspire to achieve our mission both now and in the future - demonstrating what it means to work and study at LSHTM. To find out more please click [here](#).



**Act with  
integrity**



**Embrace  
difference**



**Work  
together**



**Create  
impact**

### **Main Duties and Responsibilities**

You will be required to work as part of a team and also on your own to deliver the high standards required by the School.

#### **Daily Cleaning**

- Clean toilets and washrooms to the required standard where allocated.
- Spray cleaning, scrubbing floors and re-sealing with polish.
- Using powered equipment where necessary (scrubbing machines, wet pick-up machines, vacuum cleaners).
- Clean working surfaces and other furniture as directed.
- Deep clean and disinfect surfaces across the buildings and different areas depending on programs and schedules.
- Clear up after flooding and/or any other emergency cleaning.
- Empty and replace waste bins, collect wastepaper and transfer to disposal points using refuse sacks.
- If bin liners are used, they are to be changed weekly or as necessary to keep them in a clean and satisfactory condition. Bin liners to be supplied by client (or ourselves at an agreed charge).
- Dust furniture, ledges, sills, and radiators - up to normal hand height (2m).
- Dust staircase, handrails, and balustrades.
- Clean desks.
- Dust telephone instruments.
- Damp dust doors, door furniture and light switches to remove hand marks.
- Sweep and mop hard floor surfaces.
- Vacuum clean all carpets, rugs and foot mats.
- Remove finger marks from entrance doors and glazed panels.
- Clean sink, work surfaces and exterior of appliances in kitchen.
- Collect all the cups around the whole office.
- Clean and polish lift doors, linings and display panels.

#### **Weekly Cleaning**

- Dust skirting boards
- Sanitise telephones

- Polish all wooden office furniture, cabinets, and bookcases.
- Damp dust and dry polish metal furniture, cabinets, and cupboards.
- Apply metal polish to bright ware normally polished.
- Clean glass to bookcases, pictures, and mirrors.
- Clean interior of fridge and microwave ovens.

### **Periodic Cleaning**

- Wash clean interior and wipe clean exterior of waste bins and replace.
- Vacuum upholstered furniture.
- Dust accessible high ledges and ceilings taking care not to disturb light fittings etc.
- Scrub off locker room floors.

### **Toilet Areas**

#### **Daily Cleaning**

- Thoroughly sweep all floors.
- Thoroughly wash all floors using germicidal disinfectant detergent.
- Empty and replace waste bins, collect litter and transfer to disposal points. Bin liners are to be changed daily.
- Wash WC pans, urinals and wash basins using germicidal disinfectant detergent.
- Wash both sides of toilet seats using germicidal disinfectant and dry polish.
- Damp dust and dry polish taps and all plated metalwork.
- Dry polish mirrors.
- Damp dust driers, pipes, cisterns, sanitary disposal units and towel cabinets.
- Remove finger marks from painted, Formica and tiled surfaces.
- Replenish toilet roll holders, soap dispensers and towel cabinets. Consumables to be supplied by the client (or ourselves at an agreed charge).

#### **Weekly Cleaning**

- Scour WC pans, urinals and wash basins using a mild acid toilet cleanser.
- Damp dust doors including kick plates, ironmongery, and frames.
- Wash down ceramic tiled and Formica walls and partitions.
- High level dust ceilings and light fittings.

#### **Periodic Cleaning**

- Scrub off hard floors as required.

### Generic duties and responsibilities of all LSHTM employees

This job description reflects the present requirements of the post but may be altered at any time in the future as duties and responsibilities change and/or develop providing there is consultation with the post-holder.

The post-holder will carry out any other duties, tasks or responsibilities as reasonably requested by the line manager, Dean of Faculty, Head of Department or Head of Professional Service.

The post holder will be responsible and accountable for ensuring all LSHTM policies, procedures, regulations, and employment legislative requirements are adhered to including equality and diversity and health and safety.

**This job description is not a definitive or exhaustive list of responsibilities but identifies the key responsibilities and tasks of the post holder. The specific objectives of the post holder will be subject to review as part of the individual Performance and Development Review (PDR).**

## PERSON SPECIFICATION

This form lists the essential and desirable requirements needed by the post holder to be able to perform the job effectively.

Applicants will be shortlisted solely on the extent to which they meet these requirements.

Competency	Evidence	E / D
<b>Skills and Abilities</b>	• Previous cleaning experience is preferred, but not essential.	D
	• Attention to detail	E
	• Ability to use relevant cleaning equipment, chemicals, and methods	E
	• Ability to understand instructions and communicate effectively	E
<b>Experience</b>	• Relevant experience of cleaning roles in similar environments	D
	• Experience working within public facing facilities	E
<b>Knowledge</b>	• Good understanding of cleaning methods and Techniques	E
	• Good understanding of safe storage and use of cleaning products and equipment	E

E-Essential: Requirement without which the job could not be done

D-Desirable: Requirements that would enable the candidate to perform the job well

Date compiled: Aug 2023

## **Salary and Conditions of Appointment**

The post is permanent and part-time, 10 hours per week. The salary will be on the LSHTM salary scale, Grade 1 scale in the range £25,627 - £25,825 per annum pro rata (inclusive of London Weighting).

The post will be subject to the LSHTM terms and conditions of service. Annual leave entitlement is 30 working days per year, pro rata for part time staff. In addition to this there are discretionary "Wellbeing Days." Membership of the Pension Scheme is available.

LSHTM has a Hybrid Working Framework, which alongside agreed service requirements, enables teams to work more flexibly (if the role allows), promoting a greater wellbeing and work/life balance.

## **Application Process**

Applications should be made on-line via our website at <http://jobs.lshtm.ac.uk>. Applications should also include the names and email contacts of 2 referees who can be contacted immediately if appointed. Online applications will be accepted by the automated system until 10pm of the closing date. We regret that late applications cannot be accepted. Any queries regarding the application process may be addressed to [jobs@lshtm.ac.uk](mailto:jobs@lshtm.ac.uk).

The supporting statement section should set out how your qualifications, experience and training meet each of the selection criteria. Please provide one or more paragraphs addressing each criterion. The supporting statement is an essential part of the selection process and thus a failure to provide this information will mean that the application will not be considered. An answer to any of the criteria such as "Please see attached CV", "Yes" or "No" will not be considered acceptable and will not be scored.

Please note that if you are shortlisted and are unable to attend on the interview date it may not be possible to offer you an alternative date.

## **Asylum and Immigration Statement**

LSHTM will comply with current UKVI legislation, which requires all employees to provide documentary evidence of their legal right to work in this country prior to commencing employment. Candidates will be required to email a copy of their passport (and visa if applicable) to HR prior to their interview and if appointed will be asked to bring the original documents in to be copied and verified before their start date.

This role does not meet the minimum requirements set by UKVI to enable sponsorship under the skilled worker route. Therefore we cannot progress applications from candidates who require sponsorship to work in the UK.