



**DURHAM  
CATHEDRAL**  
THE SHRINE OF ST CUTHBERT

**CLEANER**  
**JOB DESCRIPTION**

<b>JOB TITLE:</b>	Cleaner
<b>JOB No:</b>	PR025
<b>ACCOUNTABLE TO:</b>	Deputy Head Verger
<b>REponsible FOR:</b>	This post has no supervisory responsibilities
<b>RELEVANT TO THIS JOB:</b>	25 hours per week
<b>LOCATION:</b>	Durham Cathedral
<b>KEY RELATIONSHIPS:</b>	Head Verger, Deputy Head Verger, Vergers and cleaning staff
<b>BACKGROUND:</b>	The cleaning team undertake a full range of cleaning in the Cathedral, claustral buildings and offices. This post will provide cleaning services across the Cathedral site. The Cathedral together with associated buildings are part of a World Heritage Site.
<b>JOB SUMMARY:</b>	To work as part of the cleaning team undertaking a full range of cleaning duties, including the cleaning of public and staff lavatories, dusting, polishing and vacuuming and cleaning the Priors Hall kitchen and equipment to standards required.

## **KEY DUTIES AND RESPONSIBILITIES:**

Specific objectives and deliverables will be agreed with the Deputy Head Verger, the points below are a summary of your main duties and responsibilities:

1. **Public and staff lavatories:** Clean and disinfect sinks, countertops, toilets, mirrors, floors, etc. Replenishes bathroom supplies. Polishes metalwork, such as fixtures and fittings.
2. **Floors:** Sweep, mop, vacuum, floors using brooms, mops and vacuum cleaners. Other floor work may be required such as: scrubbing, waxing and polishing floors.
3. **Break rooms /Staff Rooms** Cleans and disinfects sinks, countertops, tables, chairs, refrigerators, etc. Replenishes break room supplies.
4. **Priors Hall:** Set up the tables and chairs for events following instruction received via Artifax. Clean and disinfect the sinks, counter-tops, cupboards, fridge, freezer, cooker and floor. Every 4 weeks a deep clean must be undertaken which will also include an inventory check.
5. **Dust:** Dusts furniture, equipment, partitions, etc.
6. **Rubbish:** Empties wastebaskets and recyclables and transports to disposal area.
7. **Other Duties:** Cleans rugs, carpets, and upholstered furniture, using vacuum cleaner. Washes walls and woodwork. Washes windows, door panels, partitions, sills,

**Note:** All cleaning staff are required to wear the Cathedral uniform, including protective clothing and safety shoes when on duty.

*The main duties and responsibilities of your post are outlined in your job description. This list is not exhaustive and is intended to reflect your main tasks and areas of work. Changes may occur over time and you will be expected to agree any reasonable changes to your job description that are commensurate with your banding and in line with the general nature of your post. You will be consulted about any changes to your job description before these are implemented.*

## **COMMON DUTIES AND RESPONSIBILITIES:**

### ***Health and Safety***

*Under the Health and Safety at Work Act 1974, whilst at work the post holder must take reasonable care for his/her own health and safety and that of any other person who may be affected by his/her acts or omissions. In addition, the post holder must co-operate with the Cathedral on health and safety and not interfere with or mis-use anything provided for his/her health, safety and welfare.*

### ***Confidentiality***

*The post holder must comply with Durham Cathedral's policies and procedures regarding the sharing of confidential and personal data.*

### ***Safeguarding***

*Durham Cathedral is committed to safeguarding. If at any time the post-holder sees or hears anything that could suggest a safeguarding risk or has any other reason to be concerned, it*

*should be reported immediately to the Cathedral Safeguarding Officer. Safeguarding is everyone's responsibility*

### ***Equality, Diversity & Inclusivity***

*Durham Cathedral is committed to promoting a diverse, non-discriminatory and inclusive community that gives everyone an equal chance to learn, work and live free from discrimination, bias and prejudice. Our equality policy includes responsibility for all staff to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.*



**DURHAM  
CATHEDRAL**  
THE SHRINE OF ST CUTHBERT

## **CLEANER**

### **PERSON SPECIFICATION**

This section outlines the requirements and qualities the post-holder needs in order to fulfil the post. These are divided into 'essential' and 'desirable' criteria. 'Essential' criteria are those that the post-holder absolutely must have in order to do the job; that is the job cannot be done without those qualities. 'Desirable' criteria are those qualities that would be either useful, an advantage or preferable to have in order to do the job or those which can be trained to do; that is the job can be done without those qualities. The table below also identifies how the criteria will be assessed.

Please ensure that you demonstrate, as a minimum, the 'A' criteria on your application form.

**A: Application Form**

**I: Interview**

**A & I: Application Form & Interview**

Ref:	Criteria	Essential / Desirable	A /I
	<b>QUALIFICATIONS</b>		
1.	Holds GCSE pass certificates; and NVQ Level 2 certificate; or equivalent.	Essential	A
	<b>EXPERIENCE</b>		
2.	Experience of undertaking a range of cleaning duties	Essential	A&I
	<b>KNOWLEDGE</b>		

	Knowledge of Health & Safety Regulations relating to the operation of cleaning equipment and the dilution of cleaning materials.	Essential	1
	<b>SKILLS / APTITUDES</b>		
	Ability to work effectively and supportively as a member of the cleaning team.	Essential	1
	Ability to work in an organised and methodical manner.	Essential	1
	Ability to act on own initiative, dealing with any unexpected problems that arise	Essential	1
	Ability to demonstrate commitment to Equal Opportunities	Essential	1
	<b>PERSONAL ATTRIBUTES &amp; COMPETENCIES</b>		
	Willingness to clean any area of the Cathedral as requested by the Deputy Head Verger.	Essential	1
	Willingness to take personal responsibility for standard of work carried out.	Essential	1
	Willingness to participate in further training and development opportunities offered by the Cathedral to further knowledge.	Essential	1
	Willingness to maintain confidentiality on all Cathedral matters	Essential	1
	<b>CIRCUMSTANCES</b>		
	Must be willing to work flexibly	Essential	1
	Able to work a Sunday (with sufficient notice) on an infrequent basis.	Essential	1