



## Job Role Profile

This Specific Role Profile sheet covers specific areas of activities that are not included in the Generic Role Profile. It will include responsibilities, knowledge, skills, delivery and working arrangements relevant to this role. Please ensure that this is read and in conjunction with the given family role for the post.

Profile Owner: E Silvester

### POLICE STAFF

ROLE SPECIFIC INFORMATION	
Job Title:	<b>Cleaner/Porter</b>
Generic Role Profile:	Facilities Services
Salary Band:	Band A
Operational / Non Operational Role	Non Operational
Reporting to:	Area Cleaning Manager
Specific Role Purpose:	To undertake cleaning duties as required at premises within West Midlands Police estate and partner buildings, maintaining specified standards in order to meet our health and safety obligations.
Specific Role Responsibilities:	<p>Service all designated areas to an acceptable and agreed standard as specified in the work schedule and method statement.</p> <p>Areas consist of office accommodation, meeting rooms, toilets and washrooms, welfare and kitchen areas, communal entrances and public areas.</p> <p>Custody suites, forensic labs and other secure specialist areas.</p> <p>Duties include: Damp dusting furniture, fixtures and furnishings, suction cleaning and wet mopping floors and stairwells, washing walls and other vertical surfaces and tiled areas up to a height of 3.53m (11ft) using high level cleaning equipment.</p> <p>Removal of waste to external waste compound</p> <p>Cleaning kitchens and welfare areas including cleaning and defrosting refrigerators, cleaning inside units and cupboards.</p> <p>Maintaining cleaning equipment and to report any faulty equipment or materials.</p>

	<p>To issue domestic laundry items and maintain laundry stock and documentation.</p> <p>Report any maintenance defects that are noted in the building.</p> <p>Undertake learning and carry out any other duties commensurate with the purpose and grading of the post that may from time to time be determined.</p> <p>To assist with pre arranged visits of contractors in order to allow them access to sites</p> <p>To carry out any other duties commensurate with the purpose and grading of the post that may from time to time be determined by line manager.</p>

SPECIFIC COMPETENCIES REQUIRED FOR EFFECTIVE PERFORMANCE	
Knowledge & Experience	
Essential:	<p>Able to undertake work that involves manual handling.</p> <p>To undertake learning and development in order to demonstrate competency in performing all duties within role, such as safe use of cleaning equipment and machinery, manual handling and lifting equipment.</p> <p>Able to commute to alternative areas of work within the police estate as required.</p> <p>Must <i>demonstrate</i> the ability to work on own initiative and possess good interpersonal skills</p>
Desirable:	Former cleaning or BICSc knowledge
Skills	
Essential:	Good verbal and written communication skills
Desirable:	Basic computer skills such as ability to browse websites and correspond to emails

Hours of Work and Flexibility	NB Some weekend and Bank Holiday working may be expected
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Restriction Level:	Level 2 vetting required
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