

Members' Library Service Request Form

Date of Document	10/02/22
Originator	Vanessa Sanal
Originator's Ref (if any)	
Document Title	Creation of Mobile Cleaner within Facilities Management

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Additional information:

Authorised By	Sarah Fortune
Designation	Exec. Director - Council Resources
Date	23/02/2022

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Staffing Report – New Post

REPORT TO: Members' Library Service

BY: Executive Director – Place

DATE: 10th February 2022

SUBJECT: Staffing Report for the Creation of a Mobile Cleaner within Facilities Management

1 PURPOSE

- 1.1 To seek Head of Corporate Support approval under delegated powers for the creation of a **Mobile Cleaner** as a **Permanent** change to the staffing structure.

2 RECOMMENDATIONS

- 2.1 To agree to the proposed changes to the staffing structure as outlined in the report.

3 BACKGROUND

- 3.1 Facilities Management deliver services on behalf of key stakeholders it has be identified there is a service need to create one full-time 35 hour permanent mobile cleaner post, contracted 52 weeks per year to clean eight depots across the county for ground care amenities within Sport, Countryside & Leisure service. Costs for this post will be met by the service. This includes the need to provide cover for annual leave and unplanned absence.
- 3.2 The Job Evaluation Team have evaluated this new role and the post has been evaluated at **Grade 4 (£18,577 to £20,220)** excluding on-costs.

4 POLICY IMPLICATIONS

- 4.1 This the report has no policy implications.

5 INTEGRATED IMPACT ASSESSMENT

- 5.1 The subject of this report does not affect the wellbeing of the community or have a significant impact on equality, the environment or economy.

6 DISCLOSURE SCOTLAND REQUIREMENT

- 6.1 The location of the post will determine whether or not a PVG check is required in order to comply with the relevant legislative requirements.

7 RESOURCE IMPLICATIONS

- 7.1 Financial – The new post of Mobile Cleaner (JC: 7567) has been evaluated at Grade 4. In consultation with the Service Manager for Sport, Countryside & Leisure the budget has been identified and is in place. The service will be charged using the following ledger code 26-350-2-25-215-5301
- 7.2 Personnel – This will be advertised in accordance with the Council's Recruitment & Selection Policy. HR and relevant Trades Unions have been consulted.

8. BACKGROUND PAPERS

- Job Outline

AUTHOR'S NAME	Vanessa Sanal
DESIGNATION	Service Manager – Facilities Management Service
CONTACT INFO	01620 827820 vsanal@eastlothian.gov.uk
DATE	10th February 2022

JOB OUTLINE	
JOB TITLE: Mobile Cleaner	JET CODE: 7567
DIVISION: Partnerships & Community Services - Infrastructure	
SERVICE/BUSINESS UNIT: Facilities Management Services	
REPORTING TO: Area Officer	
RESPONSIBLE FOR: No staff	
<p>JOB PURPOSE:</p> <p>Provide a high standard cleaning service working across East Lothian, in line with Health & Safety Legislation, Training and Procedures. This post requires the post holder to drive within East Lothian to clean facilities to meet stakeholder needs.</p>	
<p>MAIN DUTIES:</p> <ul style="list-style-type: none"> • Drive to various locations as directed by the area officer / assistant area officer. • Carry out cleaning tasks as required to the trained standard in line with COSHH, this will include furniture, equipment, fittings, toilets, surfaces, hard flooring and carpeted surfaces. Including carpet shampooing as required. • Clean body spills using the approved body spillage kits provided by the unit as required to ensure a safe and clean environment. • Identify; order and replenish cleaning stock as required. • Remove and dispose of all waste/rubbish using the appropriate receptacle (in line with ELC recycling and environmental policies & procedures) and present for collection by waste services on the due dates. • Report defects/damages to the relevant person/department, record to ensure corrective actions takes place within a timely period as per procedures. • Act as a signatory for deliveries of cleaning materials, equipment and supplies on behalf of ELC as required and deliver to appropriate location. • Take responsibility for vehicle ie carry out daily checks of oil, water, tyres etc • Take care of personal health & safety and co-operate with management to enable compliance with the Council's health & safety guidelines and legislative requirements. • Comply with all training & procedures ensuring all relevant paperwork/documents are 	

completed accurately and on time in accordance with statutory obligations and Council Policies and Procedures.

- Any other appropriate duties, as requested by Management, commensurate with the grade for the post.

ESSENTIAL REQUIREMENTS FOR THIS ROLE

Qualifications/Experience:

- Cleaning experience and knowledge of cleaning equipment
- Driving licence

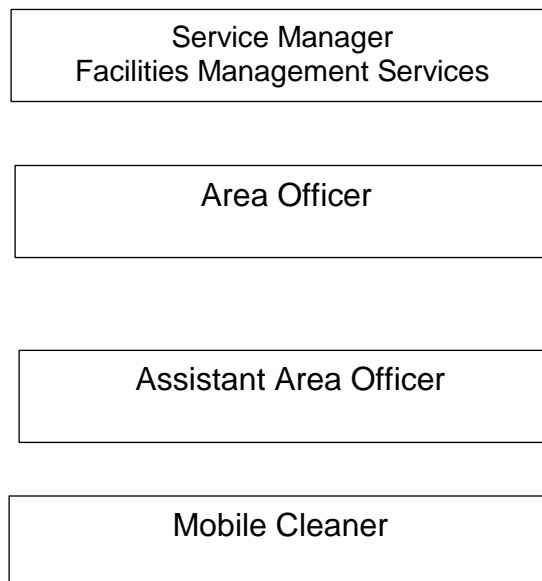
Disclosure Scotland:

- PVG Membership dependent upon the location.

Scottish Social Services Council:

- N/A

ORGANISATIONAL STRUCTURE:



PERSON SPECIFICATION		
Attributes	Essential	Desirable
Education, Registration & Training	<p>PVG Membership dependent upon the location – see advert.</p> <p>Full Driving Licence.</p>	<p>BICS Cleaning Qualification or equivalent.</p> <p>Health and Safety training.</p>
Previous Experience (Paid & Voluntary Work)	Experience of cleaning duties.	
Knowledge/ Skills /Competencies	Knowledge of cleaning equipment and cleaning methods. Effective verbal and written communication skills. Effective organisational and time management skills.	
Personal Qualities	<p>Ability to work on own initiative and as part of a team.</p> <p>Ability to work without close supervision.</p> <p>Ability to work flexibly as part of a team.</p> <p>Ability to work under pressure and meet deadlines</p>	
Council Behaviours	<p>We are Customer Focussed</p> <p>We Initiate and Embrace Change</p> <p>We Strive to be the Best we can be</p> <p>We make things Happen</p> <p>We work Together</p>	