

EMPLOYEE SPECIFICATION

Job Title	Cleaner/Housekeeping Porter – flexible working
Department	Housekeeping
Prepared by	Julie Allen
Date	21.12.17
Essential	Desirable
Qualifications, Experience and Background	
<ul style="list-style-type: none"> • Cleaning experience 	<ul style="list-style-type: none"> • Cleaning experience in offices and meeting rooms • NVQ in cleaning and support services • Experience of lone working
Technical Knowledge and Skills	
	<ul style="list-style-type: none"> • Experience of setting up meeting rooms in a conference environment. • Knowledge of COSHH • Knowledge of good Manual Handling practices • Knowledge of working at height practices
Personal Attributes	
<ul style="list-style-type: none"> • Personable and approachable manner • Good customer service skills 	
Other details	
<ul style="list-style-type: none"> • Good oral skills • Basic written skills • Ability to use initiative • Ability to work independently and within a team 	<ul style="list-style-type: none"> • Excellent oral skills • Excellent written skills