

Title: **CLEANER** **Ref: 1526**

Grade: CLG, London

Salary: Spine points 46 – 44
Starting salary £31,639 p.a. rising to £33,334 p.a. pro rata

Location: PCS Clapham

Purpose of the job: The key purpose of this role is to ensure all offices, services and common areas are kept clean by both scheduled and unscheduled cleaning services.

Responsible to: Cleaning Supervisor

Responsible for: Not applicable

Contacts External: Not applicable

Internal: Members of staff, tenants and visitors to PCS Clapham

Main duties and responsibilities**1. Cleaning toilets, washrooms and showers**

- Empty and clean waste bins and renew bin liners
- Clean and disinfect toilet seats both sides
- Clean and disinfect toilet pans, urinals and hand basins
- Clean and disinfect all fixtures and fittings
- Clean and disinfect floors
- Clean and disinfect shower
- Polish mirrors
- Damp wipe windowsills, skirting boards and ledges
- Damp wipe walls, panels and doors
- Clean and disinfect worktops
- Replenish toilet rolls, hand towels and soap liquid
- Fill out cleaning checklist when completed
- Report minor repairs and maintenance to line manager

2. Cleaning Office and common areas

- Empty and clean all bins and renew bin liners
- Dust, damp wipe and polish all furniture, windowsills, ledges, skirting boards etc.
- Dust, damp wipe and polish all fixture and fittings
- Clean and dust computers, photocopiers etc
- Remove hand marks etc. from all viewing panels
- Wash cups, glasses and jugs
- Put out water, jugs and glasses in meeting rooms
- Prepare refreshments for meetings
- Clean outside casing of hot and cold drinks machines
- Remove marks from furniture, walls, doors etc.

- Dust window blinds
- Vacuum carpets including stairs
- Clean and mop all hard floors including stairs
- Clean and polish handrails on stairs and landings
- Dispose of all rubbish in the correct manner and designated area
- Dispose of food waste in correct bins
- Keep the cleaning cupboard clean and tidy
- Replenish consumables in breakout area
- Remove all utensils from meetings once it has finished
- Replenish paper towel and cups
- Prepare refreshments for meetings
- Remove all catering utensils at the end of day (If required)

3. Cleaning Kitchen & Breakout Areas (if required)

- Empty and clean waste bins and renew bin liners
- Clean and disinfect sink and taps
- Clean and disinfect worktops and tabletops
- Clean and disinfect **all** fixtures and fittings, including fridges & Microwaves
- Clean and disinfect floors
- Vacuum carpets
- Damp wipe windowsills, skirting boards and ledges
- Damp wipe walls, panels and doors
- Replenish all consumables.
- Report minor repairs and maintenance to line manager

4. Deep clean (if required)

- High - level dust and wash walls
- High - level dust and wash ceilings and vents
- High - level dust and wash furniture
- High - level clean window blinds
- Clean windows
- Clean up after builders and contractors
- Scrub and buff and polish hard floors

5. Clean Carpet (if required)

- Move furniture and equipment
- Use a heavy-duty carpet cleaner and extractor
- Use a carpet scrubbing machine
- Replace furniture and equipment

6. Other

- Reporting minor repairs and maintenance faults to line manager
- Reporting Health and Safety Risks to line manager

7. General

- At all times implement and promote the PCS's equal opportunities policy adhering to the PCS Values
- Take due and reasonable care of him / herself and others in respect of
- Health & Safety at Work

Job Description	Public and Commercial Services Union
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**Public and
Commercial
Services Union**

- PCS is committed to the training and development of all its employees and the post holder has a responsibility to participate
- Act in a manner that enhances the work of PCS and its overall public image
- In all work activities, comply with data protection legislation and PCS's requirements for the protection of personal information and the privacy of individuals.
- Such other duties that may reasonably be required and that are within the level of the responsibility of this post

Progression beyond the minimum spine point is dependent on training and/or duties completed.

Person Specification



Public and
Commercial
Services Union

Post:	CLEANER	Ref:	1526
Date:	August 2026	Location:	PCS Clapham

FACTORS	ESSENTIAL
EXPERIENCE	• Proven experience of cleaning in an office or industrial environment • Deep cleaning procedures • Carpet cleaning
TRAINING (including continuous professional development)	• Evidence of ongoing training and continuing professional development • Commitment to participation in appraisal and development review process • Commitment to undertake job-related training
KNOWLEDGE	• Health and safety procedures relating to cleaning • COSHH storage and use of hazardous materials • Manual handling
SKILLS	• Basic numeracy, literacy and IT skills • Ability to communicate effectively • Ability to work on own initiative • Ability to work to set deadlines • Application of diligence within work area
OTHER	• Commitment to the application of Equal Opportunities policies and practices at work • Understanding of own role in maintaining legal compliances within PCS (e.g. data protection; health and safety) • Flexible approach to work and willing to work outside of normal office hours and location on occasions