

Disgrifiad Swydd

Teitl y Swydd	Glanhawr/aig Symudol
Gwasanaeth	Economi ac Adfywio
Graddfa	Gradd 4
Pwynt/iau Cyflog	4
Cyflog	£23,114
Pwrpas y Swydd	Yn atebol i'r Uwch Swyddog Glanhau am y safonau glanhau. Sicrhau y cynhelir lefelau derbyniol o hylendid glanhau.
Lleoliad	Symudol / Penmorfa, Aberaeron
Oriau Gwaith	37 awr yr wythnos 10.30yb – 6:30yh Llun - Gwener
Math o Gytundeb	Llawn-amser
Hyd y Cytundeb	Parhaol
Teitl swydd y Rheolwr Llinell	Goruchwylydd Glanhau y Safle / Uwch Swyddog Glanhau
Cyfrifoldebau Goruchwylio / Rheoli	Dim
Atebolrwydd	<p>Yn atebol i'r Uwch Swyddog Glanhau / Goruchwylydd Glanhau y Safle neu'r cynrychiolydd fydd ar gael ar y ffôn o leoliad anghysbell neu'n bersonol gan ddibynnu ar yr amserlen gwaith a materion dan sylw.</p> <p>Dilyn canllawiau ac atodlenni glanhau yn unol â'r hyn a roddwyd i chi ar eich penodiad.</p> <p>Yn atebol am stoc ac unrhyw offer / peiriannau a ddarparwyd ar gyfer gwaith.</p>
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	<p>Mae diogelu ac amddiffyn oedolion mewn perygl a phlant yn flaenoriaethau allweddol i ni. Ein nod yw cefnogi oedolion mewn perygl, plant a phobl ifanc er mwyn sicrhau eu bod mor ddiogel ag y gallant fod. Rydym yn cydnabod eu hawl i gael eu diogelu a byddant yn cymryd camau i ddiogelu eu lles. Disgwylir i bob aelod o staff a gwirfoddolwr rannu'r ymrwymiad hwn, a bydd arnom angen Gwiriad Manylach gan y Gwasanaeth Datgelu a Gwahardd (DBS), y Swyddfa Cofnodion Troseddol gynt cyn penodi i'r swydd hon.</p>

Dyletswyddau a chyfrifoldebau

Dyletswyddau a thasgau cyffredinol y swydd i gynnwys:

- Cyflawni dyletswyddau glanhau mewn Ysgolion, adeiladau, a Thoiledau Cyhoeddus i gefnogi'r Tîm Rheoli Cyfleusterau.
- Ymgymryd â dyletswyddau glanhau dwfn o bryd i'w gilydd, a all amrywio o ran cymhlethdod, gan gynnwys tasgau ailadroddus: Golchi / Sgwrio / Sychu Gwlyb a diheintio amrywiaeth o arwynebau.
- Gweithredu peiriannau glanhau lloriau a pheiriannau glanhau eraill lle bo angen.
- Sicrhau bod lefelau stoc digonol o ddeunyddiau ac offer yn cael eu cynnal a'u defnyddio'n gywir. Ailgyflenwi neu symud stoc yn unol â'r cyfarwyddiadau.
- Teimlo'n gyfforddus wrth lanhau toiledau cyhoeddus.
- Blaenoriaethu gwaith, canfod blaenoriaethau mewn argyfwng ac yn unol â cheisiadau rheolwyr.
- Ymateb i geisiadau cleientiaid mewn modd amserol ac effeithlon, mabwysiadu, arddangos a hyrwyddo ymagwedd broffesiynol, gydweithredol a 'gallu gwneud'.
- Cydymffurfio â holl ofynion lechyd a Diogelwch y cleient o fewn eiddo'r cleient.
- Sicrhau bod yr holl offer a pheiriannau a ddefnyddir gan weithwyr glanhau yn cael eu cynnal a'u cadw.
- Sicrhau bod y lefel uchaf posibl o "ofal cwsmer" yn cael ei gyflawni drwy'r holl wasanaethau a ddarperir.
- Bydd gofyn i rai o ddyletswyddau'r swydd gael eu cyflawni fel gweithiwr unigol.
- Bydd gofyn i rai o ddyletswyddau'r swydd fod o dan amodau a all gynnwys gwres, oerfel, baw, llwch, sŵn a dirgrynu.
- Bydd deiliad y swydd yn gyfrifol am fan, a ffôn symudol.
- Bydd gofyn i ddeiliad y swydd wagio'r bagiau arian mewn amrywiol gyfleusterau cyhoeddus a mynd â nhw i'r swyddfa arian ddynodedig.
- Bydd deilydd y swydd yn destun aflonyddwch rheolaidd a newidiadau mewn blaenoriaethau a bydd disgwyl iddynt ddatrys galwadau ac anghenion adnoddau sy'n gwrthdaro yn rheolaidd ac yn aml.
- Bydd disgwyl i ddeilydd y swydd fabwysiadu agwedd hyblyg tuag at y dyletswyddau y gall fod angen eu hamrywio, (yn dilyn trafodaeth gyda deilydd y swydd) yn amodol ag anghenion y gwasanaeth ac yn unol â phroffil cyffredinol y swydd.
- Unrhyw ddyletswyddau eraill sy'n gymesur â'r radd.

Manyleb Person

Gofynnol	
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	Nid oes angen unrhyw gymwysterau
Sgiliau Ieithyddol Cymraeg	Gwranddo/Siarad: Lefel 2
	Darllen: Lefel 1
	Ysgrifennu: Lefel 1
Rhaid cwrdd a'r sgiliau ieithyddol Cymraeg a nodwyd o fewn dwy flynedd i benodiad	
Sgiliau Ieithyddol Saesneg	Gwranddo/Siarad: Lefel 2
	Darllen: Lefel 1
	Ysgrifennu: Lefel 1
Rhaid cwrdd a'r sgiliau ieithyddol Saesneg a nodwyd o fewn dwy flynedd i benodiad	
Sgiliau Ymarferol / Personol	<ul style="list-style-type: none"> • Llythrennog a rhifog i alluogi deiliad y swydd i ddeall cyfarwyddiadau ysgrifenedig, labeli cemegol ac amserlenni gwaith. • Mae gweithgareddau corfforol yn gofyn am ysgubo, ymestyn, plygu a chodi weithiau. • Rhaid bod yn frwdfrydig am natur y gwaith. • Agwedd hyblyg at waith a gallu amrywio amserlen waith ar gyfarwyddyd. • Bod yn ymwybodol o'u cyfrifoldeb tuag at faterion lechyd a Diogelwch. • Meddu ar ymagwedd hyblyg a gallu gweithio mewn modd rhagweithiol.
Profiad Hanfodol	<ul style="list-style-type: none"> • O leiaf 2 flynedd o brofiad glanhau. • Trwydded Yrru lawn y DU. • Mae profiad o weithio gyda pheiriannau sgleinio rotari, sgrwbwyr sychu a glanhawyr facio yn ddymunol. • Gallu gweithio i amserlenni tynn.
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	<ul style="list-style-type: none"> • Bod yn barod i weithio tuag at ennill Tystysgrif BICSc neu UKCPAS mewn 10 tasg glanhau o fewn 12 mis. • Cwblhau modiwlau e-ddysgu'r Awdurdod. • Cwblhau hyfforddiant ar gyfer offer / peiriannau amrywiol.

Dymunol	
Cymwysterau / Hyfforddiant	<ul style="list-style-type: none"> • Meddu ar Dystysgrif BICSc neu UKCPAS mewn 10 tasg glanhau.
Sgiliau Ymarferol / Personol	<ul style="list-style-type: none"> • Rhaid bod yn gyfarwydd â gofynion lechyd a Diogelwch a byddai'n rhaid mynychu cyrsiau hyfforddi perthnasol.

Job Description

Post Name	Mobile Cleaner
Service	Economy and Regeneration
Grade	Grade 4
Spinal Point/s	4
Salary	£23,114
Job Purpose	Responsible to the Senior Cleaning Officer for the cleaning standards. Ensuring acceptable levels of cleaning hygiene is maintained.
Location	Penmorfa Aberaeron
Hours of Work	37 per week 10.30 am – 6:30pm Monday - Friday
Type of Contract	Full-time
Contract Duration	Permanent
Line Managers Job Title	Site Cleaning Supervisor / Senior Cleaning Officer
Supervisory/Managerial Responsibilities	None
Accountability	<p>Accountable to Senior Cleaning Officer /Site Cleaning Supervisor or representative who will be available by telephone from a remote location or in person depending on work schedules & issues at hand.</p> <p>Follow guidelines & cleaning schedules as given on appointment.</p> <p>Accountable for stock & any machinery provided for work</p>
Contractual Terms Associated with the Post	<p>Safeguarding and protecting adults at risk and children are key priorities for us. We aim to support adults at risk, children and young people to ensure they are as safe as they can possibly be. We acknowledge their right to protection and will take action to safeguard their welfare. Each member of staff and volunteer is expected to share this commitment, and we will require an Enhanced Check by the Disclosure and Barring Service (DBS), formerly CRB before appointing to this post.</p>

Duties and Responsibilities

The general duties and tasks of the post to include:

- To carry out cleaning duties in Schools, buildings, and Public Toilets to support Facilities Management Team.
- To undertake periodic deep cleaning duties, which may vary in complexity, including repetitive tasks, Washing / Scrubbing / Damp Wiping and disinfecting a range of surfaces.
- Operate floor cleaning machines and other cleaning machines where required.
- Ensure adequate stock levels of materials and equipment is maintained and used correctly. Replenish or remove stock as instructed.
- To feel comfortable with cleaning public toilets
- Prioritise work, ascertain priorities in an emergency and in line with management requests.
- Respond to clients' requests in a timely and efficient manner, adopt, demonstrate, and promote a professional, cooperative and 'can do' approach.
- To comply with all client's Health & Safety requirements within the client's premises
- Ensuring that all equipment and plant used by cleaning operatives is maintained.
- To ensure that the highest possible level of "customer care" is achieved throughout all the services provided.
- There will be a requirement for some of the duties of the post to be carried out as a lone worker.
- There will be a requirement for some of the duties of the post to be in conditions that can include heat, cold, dirt, dust, noise, and vibration.
- The post holder will be responsible for a van, and a mobile phone.
- The post holder will be required to empty the cash bags at various public conveniences and take to the designated cash office.
- The post holder will be subject to regular disruption and changes in priorities and will be expected to resolve conflicting demands and resource needs on a regular and frequent basis.
- The post holder will be expected to adopt a flexible attitude to the duties that may have to be varied, (after discussion with the post holder) subject to the needs of the services and in keeping with the general profile of the post.
- Any other duties commensurate to grade.

Job Evaluation Post Ref

JD 740 RG

Person Specification

Essential		
Academic / Professional / Technical / Vocational Qualifications	No qualifications required	
Welsh Linguistic Skills	Listening/Speaking: Level 2 Reading: Level 1 Writing Level 1	The Welsh linguistic skills noted must be attained within two years of appointment.
English Linguistic Skills	Listening/Speaking: Level 2 Reading: Level 1 Writing Level 1	The English linguistic skills noted must be attained within two years of appointment.
Practical and personal skills	<ul style="list-style-type: none"> Literate and numerate to enable post holder to understand written instructions, chemical labels and works schedules. Physical activities require sweeping, stretching, bending, and lifting on occasion. Must be enthusiastic about nature of work. Flexible attitude to work and be able upon instruction to vary work schedule. Be aware of their responsibility towards Health and Safety issues. Have a flexible approach and be able to work in a proactive manner. 	
Required Experience	<ul style="list-style-type: none"> At least 2 years cleaning experience Full UK Driving License Experience of working with rotary polishing machines, scrubber dryers & vacuum cleaners is desirable. Able to work to tight timescales 	
Training/education required to be undertaken for the post/worked towards	<ul style="list-style-type: none"> Be prepared to work towards achieving a BICSc or UKCPAS Certificate in 10 cleaning tasks within 12 months. Completed the Authority's e-learning modules. Complete training in various equipment/machines 	

Desirable	
Qualifications / Training	<ul style="list-style-type: none"> Hold a BICSc or UKCPAS certificate in 10 cleaning tasks
Practical / Personal Skills	<ul style="list-style-type: none"> Must be conversant with Health & Safety requirements and would have to attend relevant training courses.