

Disgrifiad Swydd

Teitl y Swydd	Glanhawr/aig
Gwasanaeth	Economi ac Adfywio
Graddfa	Gradd 2
Pwynt/iau Cyflog	2
Cyflog	£24,413 pro rata
Pwrpas y Swydd	Yn atebol i'r Uwch Swyddog Glanhau am y safonau glanhau. Sicrhau y cynhelir lefelau derbyniol o hylendid glanhau.
Lleoliad	Canolfan Rheidol – Ardal Aberystwyth
Oriau Gwaith	Yn ôl yr angen
Math o Gytundeb	Rhan-amser
Hyd y Cytundeb	Parhaol
Teitl swydd y Rheolwr Llinell	Goruchwylydd Glanhau y Safle / Uwch Swyddog Glanhau
Cyfrifoldebau Goruchwyllo / Rheoli	Dim
Atebolrwydd	<ul style="list-style-type: none"> • Yn atebol i'r Uwch Swyddog Glanhau neu'r cynrychiolydd ar y safle, fydd ar gael ochr arall y ffôn o leoliad anghysbell neu'n bersonol gan ddibynnu ar y rhestr waith a materion dan sylw. • Dilyn canllawiau ac atodlenni glanhau yn unol â'r hyn a roddwyd i chi ar eich penodiad. • Yn atebol am stoc ac unrhyw offer / peiriannau a ddarparwyd ar gyfer gwaith.
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.</p> <p>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>

<p>Dyletswyddau a chyfrifoldebau</p>	
<ul style="list-style-type: none"> • Archebu a dyrannu deunyddiau glanhau • Cwblhau taflenni amser, cymeradwyo gwyliau blynyddol, ffurflenni llofnodi i mewn ayb • Gofyn am atgyweiriadau trydanol • Cysylltu â Gofalwyr ar faterion yn ymwneud ag adeiladau e.e. cau ystafelloedd, defnydd ystafelloedd ayb • Bydd dyletswyddau'n cynnwys tasgau glanhau amrywiol a rheolaidd mewn rhannau o'r adeilad yddyddiol • Defnyddio sugnwr llwch a / neu lawr-sgleinydd cylchdro er mwyn cadw carpedi a lloriau caled yn lân • Dwstio a sgleinio • Sychu damp a diheintio ystod o arwynebau • Sicrhau lefelau digonol o stoc deunyddiau a chynnal a chadw cyfarpar yn ddyddiol • Cysylltu â'r Goruchwylydd Glanhau Ardal • Materion lechyd a Diogelwch yn ymwneud â thasgau a wnaed • Ymgymryd ag unrhyw waith glanhau sy'n gysylltiedig â thasgau y gofynnwyd iddynt gael eu gwneud gennych • Bydd gan ddeiliad y swydd allwedd ar gyfer agor a chau 	
<p>Cyfeirnod at Ddibenion Gwerthuso Swyddi</p>	<p>CLE 001</p>

Manyleb Person

Gofynnol		
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	Nid oes angen unrhyw gymwysterau	
Sgiliau Ieithyddol Cymraeg	Gwrando/Siarad: Lefel 1 Darllen: Lefel 1 Ysgrifennu: Lefel 1	Rhaid cwrdd a'r sgiliau ieithyddol Cymraeg a nodwyd o fewn dwy flynedd i benodiad
Sgiliau Ieithyddol Saesneg	Gwrando/Siarad: Lefel 1 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"> Yn llythrennog ac yn rhifog er mwyn gallu deall cyfarwyddiadau ysgrifenedig, labeli cemegau, amserlenni gwaith Mae'r gwaith yn gorfforol o ran yr angen i ysgubo, ymestyn, plygu a chodi ar brydiau Bydd angen bod yn frwdfrydig dros y gwaith Agwedd hyblyg at y gwaith a medru amrywio'r amserlen waith fel bo angen Yn deall y cyfrifoldeb sydd gennych at faterion sy'n ymwneud ag lechyd a Diogelwch Mae'n wasanaeth rheng flaen a bydd angen hybu delwedd gadarnhaol ar gyfer yr Awdurdod 	
Profiad Hanfodol	<ul style="list-style-type: none"> Profiad o weithio gyda pheiriannau sgleinio rotari, sgrwbwyr sychu a glanhawyr facio Profiad o weithio ym maes glanhau 	
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	Parodrwydd i weithio tuag at ennill tystysgrif BICSc neu UKCPAS mewn 10 o dasgau glanhau o fewn 12 mis	

Dymunol	
Cymwysterau / Hyfforddiant	Meddu ar dystysgrif BICSc neu UKCPAS ar ôl cyflawni 10 o dasgau glanhau
Sgiliau Ymarferol / Personol	

Job Description

Post Name	Relief Cleaner
Service	Economy and Regeneration
Grade	Grade 2
Spinal Point/s	2
Salary	£24,413 pro rata
Job Purpose	Responsible to the Senior Cleaning Officer for the cleaning standards. Ensuring acceptable levels of cleaning hygiene is maintained.
Location	Canolfan Rheidol - Aberystwyth and surrounding areas
Hours of Work	As and when required
Type of Contract	Part-time
Contract Duration	Permanent
Line Managers Job Title	Site Cleaning Supervisor / Senior Cleaning Officer
Supervisory/Managerial Responsibilities	None
Accountability	<ul style="list-style-type: none"> • 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. • Follow guidelines & cleaning schedules as given on appointment. • Accountable for stock & any machinery provided for work
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

- Ordering and issuing of cleaning materials
- Completing time sheets, leave requests, signing in forms, etc
- Request electrical repairs
- Assist in training new & existing staff
- Liaise with Head / Caretaker with regard to building issues e.g. room closures, usage, etc
- Duties will include various & regular cleaning tasks in areas of the building on a daily basis
- Use vacuum cleaners and / or rotary floor polishers to keep carpets and hard floor surfaces clean
- Dusting and polishing
- Damp wiping and disinfecting a range of surfaces
- Ensuring adequate stock levels of materials and daily maintenance of equipment
- Liaise with the Site Cleaning Supervisor
- Health & Safety issues relating to tasks undertaken
- Undertake any cleaning associated task reasonably requested of you
- Key holder for access / locking

Job Evaluation Post Ref

CLE 001

Person Specification

Essential		
Academic / Professional / Technical / Vocational Qualifications	No qualifications required	
Welsh Linguistic Skills	Listening/Speaking: Level 1 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 1 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, work schedules • Physical activities require sweeping, stretching, bending and lifting on occasion • Must be enthusiastic about the nature of the work • Flexible attitude to work and able on instruction to vary work schedule • Be aware of their responsibility towards health and safety issues • Delivering a front-line service, the post holder must have due regard to promoting a positive profile for the Authority 	
Required Experience	<ul style="list-style-type: none"> • Experience of working with rotary polishing machines, scrubber dryers & vacuum cleaners • Experience of working in a cleaning environment of some description. 	
Training/education required to be undertaken for the post/worked towards	Be prepared to work towards achieving a BICSc or UKCPAS certificate in 10 cleaning tasks within 12 months.	

Desirable	
Qualifications / Training	Hold a BICSc or UKCPAS certificate in 10 cleaning tasks
Practical / Personal Skills	