

FINGAL COUNTY COUNCIL
COMHAIRLE CONTAE FHINE GALL
RELIEF OFFICE CLEANER

QUALIFICATIONS

Character

- Candidates must be of good character

Health

- Candidates must be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

Education/Experience

- Candidates shall have a level of education as will enable him/her to perform the duties of the post.
- Candidates shall have a high degree of personal presentation and enough English to carry out instructions.
- Candidates must be legally eligible to work in Ireland.
- Previous experience is an advantage.

Wages

- €14.67 per hours worked - €440.19 per 30 hours week worked
- Monday to Friday - Hours of work are from 4.00pm - 10.00pm each evening.

Duties

The holder of the position shall be responsible for the following duties as assigned by the Supervisor:

Job Duties

- **Floors** - Mop/Wash or Hoover all usable floor space within the building to which you are assigned.
- **Bins** - Empty all bins
- **Offices spaces** - Polish and Dust Desks, Computers, Window ledges, Radiators, Pipe Work, Skirting boards, Partitions, Doors and Walls.
- **Glazing** - Clean and Polish all glazing on office landings
- **Canteen facilities** – Mop/Wash floor and tidy tables and chairs.
- **Toilets** – mop and wash floors, sinks, mirrors, door frames and handles.
- **Tea Stations** - Clean and Tidy Tea stations & empty bins
- Any other relevant cleaning duties that may be assigned by the supervisor

The above duties covering, the General Offices and the Canteen facilities will be assigned to the cleaning staff by the Supervisor as required.

General Duties

- To adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems.
- To co-operate with the Council in complying with relevant health and safety legislation, policies and procedures in the performance of the duties of the post.
- To maintain confidentiality and observe data protection and associated guidelines where appropriate.

Training

While training is given to new candidates in relation to the carrying out of certain duties, it is a distinct advantage if the candidate has had training in, i.e. Health and Safety, Manual Handling, Safe Pass etc.

Relief Work

The purpose of creating a relief panel is to provide cover for those cleaners who take annual leave, sick leave, or any other type of leave. The duration of relief work can vary; it may cover a couple of days or, in the case of annual leave, may cover a number of weeks

Candidates will be required to produce satisfactory evidence that they possess the required qualifications.

Candidates will also be required to satisfactorily complete a pre-employment medical. This is carried out by the council's medical officer and the medical fee incurred will be payable by the Council.

Candidates will be required to attend for interview by an Interview Board. Fingal County Council will not be responsible for any expenses a candidate may incur in attending for interview.

Retirement Age

The retirement Age is 70.

Recruitment

A local authority may decide, by reason of the number of persons seeking admission to a competition, to carry out a shortlisting procedure. The number of persons to be invited, in these circumstances, to interview shall be determined by the local authority from time to time, having regard to the likely number of vacancies to be filled.

Selection will be by means of an interview conducted by or on behalf of the local authority. Candidates will be required to pay any expenses incurred by them in attending the interview.

Panels may be formed on the basis of such interviews. Candidates whose names are on a panel and who satisfy the local authority that they possess the qualification declared for the post and that they are otherwise suitable for employment may, within the life of the panel, be employed as appropriate vacancies arise.

The local authority shall require a person to whom employment is offered to take up such employment within a period of not more than 6 weeks and if he or she fails to take up the employment within such period or such longer period as the local authority in its absolute discretion may determine, the local authority shall not employ the person.

