

JOB DESCRIPTION



Job Title:	Cleaner - Facilities Team
Reports to:	Safety and Facilities Manager
Main Purpose of Job: To maintain a clean, safe and secure environment.	
Main Responsibilities: <ol style="list-style-type: none">1. Cleaning of communal workplace areas including the Warehouse, toilets, hallways, meeting rooms, offices, and some external areas.2. Conducting regular and timely cleanliness and hygiene checks across our sites using digital equipment.3. Vacuuming, sweeping, and cleaning of floor areas across our sites.4. Removal and disposal of rubbish and debris from all areas of site where required.5. Cleaning toilets, washrooms and showers on a regular basis.6. Cleaning and clearing meeting rooms.7. Movement of furniture and equipment as required.8. Use powered, ride on and pedestrian cleaning equipment.9. Maintain and secure equipment when not in use.10. Manage the safe use and storage of cleaning chemicals.11. Cleaning of Company vehicles as required.12. Take on any other responsibilities or tasks that are within your skills and abilities whenever reasonably asked.13. Some outside cleaning may be required, including yard sweeping, window cleaning, pressure washing, leaf blowing entrances and external pathways. This will not form the main part of your responsibilities.	
Knowledge, skills and experience required: Essential <ul style="list-style-type: none">• Previous cleaning experience• Good written and verbal communication skills are essential to communicate with team members, managers and comply with Health & Safety regulations• Physically fit and capable of moving furniture and operating equipment.• Able to work on own initiative and manage your own time effectively to complete your task list and handle reactive jobs as they occur.• Punctual and reliable• Able to work with technology such as tablets or phones Desirable <ul style="list-style-type: none">• Experience cleaning in a similar environment.• Experience of using powered and ride on equipment would be advantageous but not essential• Driving licence	
Competencies: Quality: Produces results or provides a service that meets or exceeds company standards. Time management Uses his/her time effectively and efficiently; values time; concentrates his/her efforts on the more important priorities; gets more done in less time than others; can attend to a broader range of activities.	

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Initiative

Does things that no one has requested that will improve products and services. Sees opportunities or problems and takes appropriate action without being asked.

Attention to detail

Completes tasks with concern for all areas involved, no matter how small. Monitors and checks work or information and plans and organises time efficiently.

Caring

Demonstrates responsibility for the image and effectiveness of the company. Makes the extra effort for the company.

Team commitment

Works harmoniously with others to get a job done. Is regarded by his/her peer group as a valuable contributor.

Risk Management

Performs jobs in a manner that minimises hazards to his/herself, others, and the environment. Maintains a physical work environment that contributes to the well-being of others.

Reliability

Demonstrates a high level of dependability in all aspects of the job.

Professionalism

Thinks carefully about the likely effects on others of words, actions, appearance, and behaviour.

Key Contacts:

Internal: Facilities Management Team, Facilities Team, Warehouse Manager and Supervisors, Department Managers

External: Customers and Visitors/Contractors to the site.

Prepared by:

Name: Facilities & HR

Date: August 2021