



Cleaning Operative Job Description

Date:	Name:	
Job title: Cleaning Operative	Division: ROI	
Reports to: Facilities Manager/ Cleaning Supervisor	Department: Schools	
Job Purpose:	<ul style="list-style-type: none">• To be responsible for the cleaning and servicing of areas, as allocated by the Facilities Manager or Cleaning Supervisor to the standard required by the Client and Sodexo	
Competencies	Key Performance Indicators	Knowledge, Skills and Experience required
<ul style="list-style-type: none">• Customer & Client Focus; Deliver customer service to build valuable long term relationships with colleagues, customers and clients• Impact and Influence; Communicates to build relationships and interacts appropriately with others• Continuous Improvement; Seeks to raise standards and improve quality of performance and service• Working with others ; Works effectively and professionally with others to achieve the desired results	<ul style="list-style-type: none">• Comply with Company and statutory regulations relating to safe systems of work, health & safety, hygiene, cleanliness, fire and COSHH.• COSHH trained	<ul style="list-style-type: none">• Experience working in a cleaning team• Excellent customer service skills and communication skills• Experience working in a standards /compliance environment
<ul style="list-style-type: none">• Ensure complete knowledge of all areas which are to be cleaned in the course of duty• Ensure all areas are cleaned efficiently and in a timely manner to the required standards - this to include weekly and period tasks.• Use cleaning chemicals safely as detailed by the Control of Substances Hazardous to health guidelines (COSHH)• Ensure full working knowledge of all cleaning equipment, materials and agents and use cleaning equipment as directed by the Cleaning Supervisor/Facilities Manager only after correct training is given. Report immediately any equipment which is faulty, mark as faulty and do not use.• Ensure that the safety signage is used appropriate at all times, e.g. wet floor signs and "warn" customers where possible.• Ensure that cleaning stores are kept clean and tidy and equipment is stored correctly and safely at all times.• Comply with all security regulations for cleaning materials, equipment and buildings as laid down by client and Sodexo.• Ensure a high standard of personal hygiene and appearance and general cleanliness to comply with statutory and Company regulations, wearing company uniform as specified.• Draw to the attention of the Cleaning Supervisor/Facilities Manager low levels of cleaning material stocks where appropriate so that replacement/new supplies can be re-ordered• Draw to the attention of the Cleaning		

Supervisor/Facilities Manager any potential hazards on site or infringements of Health & Safety Legislation.

- Attend training courses and meetings as is necessary to maintain standards in the contract and assist in carrying g out the job role efficiently
- Provide cover in other areas in times of sickness and holidays when requested by the Cleaning Supervisor/Facilities Manager
- Ensure all cleaning equipment is kept clean & maintained in safe working order.
- Comply with all Sodexo Company policies procedures and client site rules and regulations
- Comply with all Company & client policies and statutory regulations relating to Health & Safety, safe working practices, hygiene, cleanliness, fire and COSHH. This will include your awareness of any specific hazards in your work place
- To attend to any reasonable management request
- Report and take necessary action for any incidents of accidents, fire, theft, loss, damage, or other irregularities.

Date: _____

Signature employee: _____

Date: _____

Signature Manager: _____