

Job Description:

Laboratory Cleaning Operative

Diageo Woodside

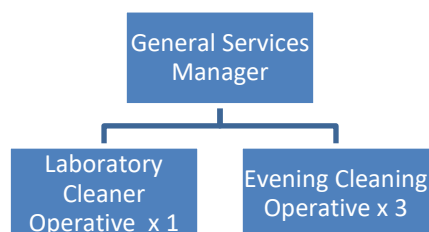


Function:	Cleaning
Job:	Laboratory Cleaning Operative
Position:	Cleaning Operative
Job holder:	Vacant Position
Immediate manager	Jayne Jessep – General Services Manager
Additional reporting line to:	N/A
Position location:	Diageo Woodside – Bishops Stortford

1. Purpose of the Job

To provide a daily cleaning service to the Laboratories and associated areas, ensuring an effective yet flexible service delivery that meets the needs of the users working within those areas., whilst remaining compliant with both Diageo and Sodexo's Health and Safety Requirements and the contract specification

2. Organisation chart



3. Context and main issues –

To provide a daily cleaning service to the Liquid Laboratory, the Commercial Science Laboratory, the Sensory laboratory, the Tasting Booths, the Tasting Room, and the associated circulation areas. To ensure these areas are clean and ready for use throughout the day, working efficiently so as not to disrupt the works being undertaken.

To ensure that all used glassware is washed correctly and thoroughly by mechanical means and returned to the laboratories in a timely manner so as not to disrupt the business need,

4. Main assignments

- To undertake routine cleaning tasks in the area defined as under the responsibility of the Laboratory Cleaning Operative. Tasks include but are not limited to
 - Sweeping/ vacuuming and mopping of hard and soft floor finishes
 - Damp wiping of Laboratory benches
 - Empty and clean Waste bins – replacement of waste sacks
 - Cleaning of Sinks and Spittoons
 - Cleaning Internal view panels
 - High and Low-level Damp dusting
 - Removing marks from walls and Doors throughout the area of responsibility
- To be responsible for the collection of Laboratory Glassware throughout the day, place in glasswasher for cleaning, remove, check and return to the Laboratory and put away
- To collect and place in glasswasher, tasting glasses used by the Sensory panel. Glasses to be returned back to the correct trays on completion of cleaning.
- During the day, to check all labs and the area of responsibility and ensure any cleaning requirements are accommodated.
- Removal of empty bottles from the Laboratory area and place in the Glass bins
- To support the Front of House Co-ordinator with any cleaning or remedial tasks which may need to be undertaken in the Bistro Area – this can include but is not limited to damp wiping surfaces in the Bistro, loading/ unloading the dishwasher. Topping up of the tea and coffee station in the Bistro, rubbish removal.
- To respond to any cleaning requirements of the meeting rooms throughout the day at the request of the client or the GSM.
- To clean and prep the coffee machine in the Bistro first thing in the morning.
- To comply with any Diageo or Sodexo Health and Safety instructions, requirements or Policies.
- To undertake any training as is required.
- To attend work promptly in accordance with your contracted hours
- To communicate effectively with all team members and to be friendly, pleasant and polite at all times
- To attend company briefing and training sessions as and when required
- To look clean and smart, ensuring that the uniform provided is used and worn correctly and to follow the appearance and conduct policy

5. Accountabilities –

- Compliance with the client/ contract cleaning specification
- All Health and Safety procedures followed
- All Glassware to be washed to Laboratory Standards

6. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

- Good Communication Skills
- Previous Cleaning Experience in a similar environment
- Ability to work on own initiative within a team environment
- Ability to work flexibly

7. Management Approval – To be completed by document owner

Version	V1	Date	02/09/21
Document Owner	Jayne Jessep		