

Job Description:   
Cleaner

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| Function: | | | | Soft Services | | | | | | | | |
| Job: | | | | Cleaner | | | | | | | | |
| Position: | | | | Cleaner | | | | | | | | |
| Job holder: | | | |  | | | | | | | | |
| Date (in job since): | | | |  | | | | | | | | |
| Immediate manager  (N+1 Job title and name): | | | | Heather Skinner | | | | | | | | |
| Additional reporting line to: | | | | Alan Cherry | | | | | | | | |
| Position location: | | | | HMP Lowdham Grange | | | | | | | | |
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| 1. Purpose of the Job – State concisely the aim of the job. | | | | | | | | | | | | |
| * To ensure the Prison is kept clean and tidy. * Ensuring all areas are cleaned to a high standard. * The role involves both commitment and the ability to manage your workload effectively and to the standards required. * We are looking for an experienced person who has worked in a fast-paced environment. You must be professional, and a self-starter with excellent organisational and communication skills. | | | | | | | | | | | | |
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| 2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department. | | | | | | | | | | | | |
| Revenue FY17: |  | | EBIT growth: | | tbc | Growth type: | n/a | Outsourcing rate: | n/a | Region Workforce | tbc | |
| EBIT margin: | | tbc |
| Net income growth: | | tbc | Outsourcing growth rate: | n/a | HR in Region | tbc | |
| Cash conversion: | | tbc |
| Characteristics | | * Provide a high-quality support service. * Maintain the key company policies. | | | | | | | | | | |

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| 3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated. |
| Head of Facilities Manger  **Hea**d of Talent  Soft Services Manager  Finance Administrator  Cleaner |

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| **4. Context and main issues** – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to. |
| * Manual handling and prolonged standing * Ability to prioritize workload. * Keep up to date with all relevant polices. * To abide by Sodexo Justice Services corporate Mission statement, company policy and all appropriate. Health and Safety polices and regulations. * To embrace the Sodexo Values: Service Spirit, Team Spirit and Spirit of Progress. * To be committed to personal development. * To work closely with colleagues in other areas to ensure the safe and smooth running of the prison. |

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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * To work closely with colleagues to resolve any issues that arise * To abide by Sodexo company policy and all appropriate regulations and safety policies. * To carry out other reasonable requests made by management. * To ensure that the Health & Safety manual is complied with. * To participate in mandatory/refresher training as required. * Continuous development in role as necessary. * Keeping the Prison clean and tidy. * Deep cleaning areas when needed. * Maintaining the cleanliness of the prison to a high standard. |

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| 6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities. |
| * Targets are met. * Ensure high cleaning standards are met. * Improved internal/external controls. * Innovative ideas/suggestions to improve efficiencies. |
| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| **Essential**   * Strong communication skills both oral and written. * Physically fit * Strong organisational skills. * Ability to work on own initiative and meet targets and to respond effectively to changing priorities. * Ability to work as part of a team. * Flexible working hours when required. * Working under pressure   **Desirable**   * Relevant experience in cleaning. |

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| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
| * Growth, Client & Customer Satisfaction / Quality of Services provided * Brand Notoriety * Commercial Awareness * Learning & Development * Innovation and Change |

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| 9. Management Approval – To be completed by document owner |
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Please advise your current line manager before submitting your application.