**on-site services**

Cleaning Operative #1

JoB description

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| **P****osition Title** | Cleaning Operative | **Department** | Cleaning |
| **Generic Job Title** | Cleaning Operative  | **Segment** | Corporate Services |
| **Team Band** | x | **Location** | Newbridge Kildare |
| **Reports to** | Site Operations Lead  | **Unit name** | Production-Manufacturing facility  |

## ORGANISATION StRUCTURE

Site Operations Lead

Cleaning Operative

Cleaning Supervisor / Lead

Head of Talent

**Job Purpose – Cleaning Operative**

You will carry out cleaning duties in a busy production and manufacturing environment, covering multiple workplace areas. Your role is to deliver high-quality cleaning services that meet and exceed client expectations.

You will be part of a supportive team, reporting to the Cleaning Supervisor and working closely with the Site Operations Lead.

This role follows a 5-day rota over 7 days, with shift patterns across mornings, afternoons, and nights. Fixed shift options can be discussed during your interview.

**Cleaning Operative Accountabilities**

* Carry out cleaning duties as part of the team in a food standards, production, and manufacturing facility.
* Complete general cleaning tasks as needed to support service delivery.
* Sign in and out using the Kronos clock system to confirm working hours. Follow holiday planning and notification procedures.
* Follow the cleaning schedule and maintain high standards in your assigned area. Take ownership to deliver quality work that meets audit-ready standards.
* Comply with all site safety procedures and plans.
* Report any safety concerns or near misses to your supervisor. Always follow safe working behaviours. Full compliance with use of PPE at all times
* Operate cleaning equipment safely after training. Report any faults or damage immediately.
* Keep toilet and kitchen areas fully stocked. Report stock needs to your supervisor at agreed times.
* Maintain hygiene standards to meet KPIs and audit requirements.
* Monitor cleaning consumables and order supplies as needed, staying within budget.
* Ensure all chemicals used have up-to-date safety data sheets and COSHH risk assessments.
* Represent Sodexo professionally. Build good working relationships to support client satisfaction and company reputation.
* Help the team review and improve cleaning procedures to enhance service.
* Report any site image concerns or equipment faults to the appropriate person.
* Follow the colour coding system and dispose of all waste correctly and in the correct waste streams
* Comply with the Health and Safety at Work Act, Sodexo safety procedures, and emergency protocols.
* Take appropriate action after any accident and complete incident/accident forms. Report hazards and near misses to Sodexo or the client’s EHS contact.
* Ad-hoc support for site operations – Set up Town Halls – Furniture moves etc

**Skills, Knowledge and Experience**

* Minimum 2 years’ experience in cleaning services (preferable)
* Basic understanding of COSHH standards and safe chemical handling
* Manual Handling trained
* Experience using industrial cleaning equipment (e.g. scrubber dryers, wet vacs, ride-on machines, reach/wash systems)
* Familiar with working in safety-focused environments and following health and safety procedures
* Experience in food production or manufacturing settings (preferred)
* Full Irish driving licence
* Able to operate handheld computer systems to log audits, events, and cleaning checks
* Good customer service and communication skills
* Able to write clearly in English for basic records and reports
* Comfortable communicating with team members, supervisors, and clients
* Knowledge of hygiene regulations and sanitation standards relevant to production sites

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| * I can confirm I have read the full content of my job description and understand the requirements of this role:
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| * Employee Signature:
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| * Date:
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| * Please return to sender with any associated documentation
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