

# Job Description: Cleaning

Function:	Sodexo Corporate Services – Cleaning
Position:	Cleaning – Part Time
Immediate manager (N+1 Job title and name):	Site Cleaning & Waste Manager
Additional reporting line to:	General Services Manager
Position location:	P&G, Gillette Reading Campus 452 Basingstoke Road Reading Berks RG20QE

<p><b>1. Purpose of the Job</b> – State concisely the aim of the job.</p> <ul style="list-style-type: none"> <li>• Reporting to Cleaning and Waste Manager, you will be cleaning, setting meeting rooms and checking stationery supplies in meeting rooms.</li> <li>• Work in line with issued Risk Assessments and Safe Systems of Work</li> <li>• Carry out tasks as directed by your direct line manager and/or Lead</li> <li>• To deliver an ethos that promotes Sodexo IFM with value focused on the customer and service to support P&amp;G</li> <li>• Adherence to P&amp;G policies and procedures regarding processes and health and safety</li> <li>• Any other appropriate duties as and when requested by Sodexo site management team</li> <li>• Work as part of the Sodexo Team as a whole (One Service Team approach),</li> </ul>
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**2. Main assignments** – Indicate the main activities / duties to be conducted in the job.

**Responsibilities include, but are not limited to:**

- Cleaning facilities:
  - Toilets
  - Shower Rooms
  - Meeting Rooms
  - Offices
  - Corridors
  - First Aid Room
  - Stairs/Landings/Balustrade
  - Communal Areas
- Setting up Meeting Rooms:
  - Change layouts of the tables and chairs (upon request)
  - Check Stationery Supplies (weekly)
- Checking Cleaning Supplies/Stock
- Following COSHH Assessments
- Following RAMS and directions from Site Leads
- Report any hazards to help maintain a safe working environment
- Support your team in creating a clean, professional space
- Comply with all health, safety, and hygiene regulations
- Keep accurate records as directed by management
- Participate in ongoing training and performance reviews
- List of responsibilities is

**3. Context and main issues** – Describe the most difficult types of problems the jobholder must face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- Production Environment – correct PPE must be worn at all times

**4. 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.

- Providing a customer-focused cleaning service, ensuring client satisfaction
- Prioritizing Cleaning according to the demand/cleanliness of areas.
- Ensuring a safe and secure workplace by adhering to all relevant statutory regulations

**5. 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.

- Responsibility of:
  - 5x Meeting Rooms
  - 3x Toilet Blocks
  - 4x Shower Rooms
  - 2x Open floor Office Rooms
  - 1x First Aid Room
  - External Areas

6. Job profile – Describe the qualifications (Education & experience), competencies and skills needed to succeed in the position.

- Good command of written and spoken English.
- Understanding of COSHH and RAMS

7. Organization chart – Indicate schematically the position of the job within the organization. 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.



Received:

Date:

Date:

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Job holder

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Immediate Manager