

Job Description: Cleaning Operative



Function:	Facilities Soft Services
Job:	Cleaning Operative
Position:	
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Soft Services Manager
Additional reporting line to:	
Position location:	All site

1. Purpose of the Job – State concisely the aim of the job.

- To perform cleaning of public areas, communal areas, stairwells, and offices within identified area of the prison in accordance with a pre-determined cleaning schedule, as well as ad hoc special requests where relevant.

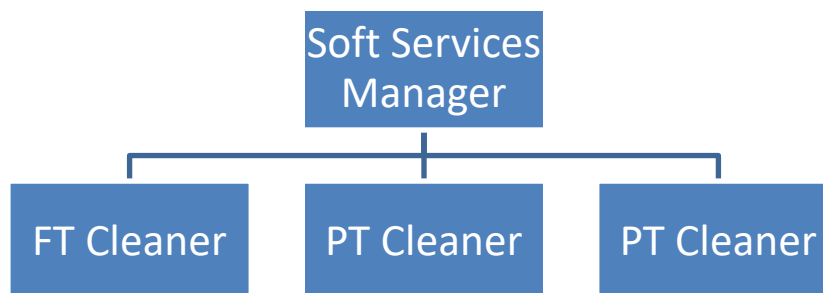
2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

Revenue FY13:	€tbc	EBIT growth:	tbc	Growth type:	n/a	Outsourcing rate:	n/a	Region Workforce	tbc
		EBIT margin:	tbc			Outsourcing growth rate:	n/a	HR in Region	tbc
		Net income growth:	tbc						
		Cash conversion:	tbc						

Characteristics

- Add point

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.



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.

- Perform a professional and effective service during operational departments working hours.
- Movement within a secure environment.

5. Main assignments – Indicate the main activities / duties to be conducted in the job.

- In this role you will complete a list of scheduled cleaning tasks for all areas such as kitchens, toilets, communal areas, healthcare and offices in a timely manner.
- Empty waste receptacles daily and dispose of rubbish to a designated area within the internal waste management process.
- You will be responsible for the high standards of cleanliness across the site and for replenishing stock and consumables such as toilet tissue and hand gels.
- You will adhere to all company policies in relation to infection control, security, and COSH regulations and undertake any training necessary.
- You will be responsible for conducting all your activities in a safe manner by always wearing all required PPE, following all relevant Sodexo processes.
- You will be responsible for reporting any safety issues, faulty equipment, or other areas of concern to your line manager.

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.

- A clean environment ensuring the workplace is a safe area.
- Staff positivity towards the Soft Services function

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

- Have previous experience of industrial/office cleaning.
- Be a focused and dynamic team player who can adapt rapidly to changing priorities.
- Knowledge of COSHH
- Strong attention to detail
- Self-motivated with ability to work under pressure.
- Experience of working to a cleaning schedule

8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

<ul style="list-style-type: none"> ■ Growth, Client & Customer Satisfaction / Quality of Services provided 	
<ul style="list-style-type: none"> ■ Rigorous management of results 	<ul style="list-style-type: none"> ■ Innovation and Change
<ul style="list-style-type: none"> ■ Brand Notoriety 	
<ul style="list-style-type: none"> ■ Commercial Awareness 	
<ul style="list-style-type: none"> ■ Employee Engagement 	
<ul style="list-style-type: none"> ■ Learning & Development 	

9. Management Approval – To be completed by document owner

Version		Date	
Document Owner			