

Job Description

Date	Name:	
Job Title: Cleaning operative	Division: ROI	
Reports to: Facilities Manager	Department: Schools	
Job Purpose <ul style="list-style-type: none"> To be responsible for the cleaning and servicing of areas as allocated by the Facilities Manager or Cleaning Supervisor to the standard required by the Client and Sodexo 		
Competencies <ul style="list-style-type: none"> Customer & Client focus: Deliver customer Service to build valuable long-term relationships with colleagues, customer and clients. Impact and influence: Communicates to build relationships and interacts appropriately with others. Continuous improvement: Seeks to raise standards and improve quality of performance and service. Working with others: Works effectively and professionally with others to achieve the desired results. Basic understanding of workplace health and safety expectations. 		
Core duties	Performance Indicators	Knowledge, skills and experience
<ul style="list-style-type: none"> Ensure Complete Knowledge of all areas which are to be cleaned in the course of duty. Ensure all areas are cleaned efficiently and in a timely manner to the required standards – this to includes weekly and period tasks. Use of cleaning chemicals safely as detailed by the control of substances hazardous to health guidelines. (COSHH) Ensure full working knowledge of cleaning equipment, materials and agents and the use of cleaning equipment as directed by the Cleaning Supervisor / Facility Manager only after the correct training has been given. Report immediately any equipment which is faulty, indicate as faulty and inform the Cleaning Supervisor / Facility manager. Ensure that safety signs are used at appropriate times e.g. wet floor signs and warn staff / customers where possible. Ensure Cleaning stores are kept clean and tidy, and equipment is stored both correctly and safely at all times. Comply with all security regulations for cleaning materials, EQUIPMENT AND BUILDINGS AS LAID DOWN BY CLIENT AND SODEXO. Ensure a high standard of personal hygiene, appearance and general cleanliness to comply with statutory and company regulations, wearing company uniform as 	Comply with company and statutory regulations relating to <ul style="list-style-type: none"> safe systems of works, health and safety Hygiene Cleanliness Fire And COSHH 	<ul style="list-style-type: none"> Experience in working in a cleaning team Excellent customer service skills Excellent communication skills Experience in working within a standards / compliance environment

<p>specified</p> <ul style="list-style-type: none"> • Draw to the attention of the Cleaning Supervisor / Facilities Manager low levels of cleaning material stock where appropriate so re-placements can be re-ordered. • Draw to the attention of the Cleaning Supervisor / Facilities manager any potential hazards on site or infringement of Health and Safety Legislation • Attend training courses and meeting where necessary to maintain standards in the contract to assist in carrying out the job role effectively • Provide cover in other areas in times of sickness and holidays when requested by the Cleaning Supervisor / Facility Manager. • Ensure All cleaning equipment is kept Clean and Maintained in a safe working order. • Comply with all Company & client policies and statutory regulations relating to: <ul style="list-style-type: none"> ○ Health and Safety, ○ safe working practices, ○ Hygiene ○ Cleanliness ○ Fire ○ COSHH • To attend to any reasonable Management request • Report and take necessary action to for any incident or accident, fire, theft, loss, damage or other irregularities 		
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Date: _____

Signature employee _____

Date: _____

Signature Manager _____