

Job Description:
Cleaning Operative

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| Function:  | Soft Facilities Services |
| Job:  | Cleaning Operative |
| Position:  | Full Time Cleaner  |
| Job holder: |  |
| Date (in job since): |  |
| Immediate manager (N+1 Job title and name): | Wayne Massey - Soft Services Manager |
| Additional reporting line to: | Mark Thompson – Head of Facilities Management |
| Position location: | HMP Peterborough |
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| 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.
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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 FY13: | €tbc | 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  | * Add point
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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. |
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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. |
| * Perform a professional and effective service during operational departments working hours.
* Movement within a secure environment.
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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Perform cleaning of public areas, communal areas, stairwells, and offices within an identified area of the prison in accordance with a pre-determined cleaning schedule, as well as ad-hoc special requests where applicable.
* Support the Soft Services Manager in maintaining a clean safe prison for all staff, prisoners, and visitors.
* Work closely with and support other members of the cleaning team.
* Empty waste receptacles daily and disposing of rubbish to a designated area within the internal waste management process.
* Wash, dust, vacuum floors, clean walls, doors, windows, and fixtures of all identified areas as per a cleaning schedule.
* Ensure appropriate signage and approved cleaning practices are always used and are visible where necessary.
* Ensure Health and Safety Requirements are always adhered to.
* Ensure all stock is replenished in areas of responsibility as required.
* Ensure all frequently touched surfaces are cleaned regularly throughout the day.
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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. |
| * A clean environment ensuring the workplace is a safe area.
* Continued 0% to landfill status.
* Staff positivity towards the Soft Services function
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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| * Previous experience of industrial/office cleaning.
* Be a focused and dynamic team player who can adapt rapidly to changing priorities.
* Knowledge of BICS/CPSS/Biohazard cleaning is desirable.
* Strong attention to detail.
* Self-motivated with ability to work under pressure.
* Experience of working to a cleaning schedule.
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| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
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| * Growth, Client & Customer Satisfaction / Quality of Services provided
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| * Rigorous management of results
 | * Innovation and Change
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| * Brand Notoriety
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| * Commercial Awareness
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| * Employee Engagement
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| * Learning & Development
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| 9. Management Approval – To be completed by document owner |
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| Version | 1 | Date | 29/03/2024 |
| Document Owner | Wayne Massey |

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