

Job Description:
Cleaning Operative

|  |  |
| --- | --- |
| Function:  | Cleaning |
| Position:  | **Cleaning Operative** |
| Contract Days: | Monday - Friday |
| Pay Rate: | £9.18 per hour |
| Hours of work: | Various – as requested |
| Immediate manager (N+1 Job title and name): | Joanne Young, General Services Manager. |
| Position location: | Phillips 66 Humber Refinery |
|  |
| 1. Purpose of the Job – State concisely the aim of the job.  |
| * General Cleaning of the cabins
* Full clean of toilets and replenish of consumables
* Vacuum office / meeting rooms as required
* Full Clean of Shower Area & Locker Area
* Sweep and mop all floors in cabins
* Litter Picking of the external building
* Recycling (Cups / Paper / Cardboard / Batteries / Tin Cans etc) – Empty bins and place in designated external waste bins
* Complete area documentation
* On occasion any other cleaning duties as requested
 |
| 2. 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. |
|  |

|  |
| --- |
| 3. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| 1. Have full knowledge of all areas which are to be cleaned in the course of duty
2. Ensure all areas are cleaned efficiently and in a timely manner to the required standards - this to include daily, weekly and period tasks.
3. Use cleaning chemicals safely as detailed by the Control of Substances Hazardous to health guidelines (COSHH)
4. Have full working knowledge of all cleaning equipment, materials and agents and use cleaning equipment as directed only after correct training is given. Report any equipment which is faulty, mark as faulty and do not use.
5. Ensure that the safety signage is used appropriate at all times, e.g wet floor signs and “warn” customers where possible.
6. Ensure that cleaning stores are kept tidy and equipment stored safely at all times. Chemicals to be locked in FM Store.
7. Comply with all security regulations for cleaning materials, equipment and buildings as laid down by client and Sodexo.
8. Ensure a high standard of personal hygiene and appearance and general cleanliness to comply with statutory and Company regulations, wearing company uniform as specified.
9. Draw to the attention of the Facilities Manager any potential hazards on site or infringements of Health & Safety Legislation.
10. Attend training & H&S meetings as is necessary to maintain standards in the contract and assist in carrying out the job role efficiently
11. Provide cover in other areas in times of sickness and holidays
12. Ensure all cleaning equipment is kept clean & maintained in safe working order. Report any defects to the Facilities Manager immediately
13. Comply with all Sodexo Company policies procedures and client site rules and regulations
14. Comply with all Company & client policies and statutory regulations relating to Health & Safety, safe working practices, hygiene, cleanliness, fire and COSHH. This will include your awareness of any specific hazards in your work place
15. Carry out other reasonable tasks as directed by management
16. Report and take necessary action for any incidents of accidents, fire, theft, loss, damage, or other irregularities.
17. Requested to attend safety awareness courses and staff safety forums.
18. Accurately complete required documentation/check sheets.
19. Accurately monitor their own consumables and equipment levels and place orders to the Management Team to deadline.
 |

|  |
| --- |
| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| * The ideal candidate will have experience in general cleaning or industrial cleaning duties
* Willing to work extra hours to cover sickness and holidays
* Hold a full clean driving licence.
 |

|  |  |  |  |
| --- | --- | --- | --- |
| Version | 1 | Date | 23/03/17 |
| Document Owner | J Young |

|  |
| --- |
| 9. Management Approval – To be completed by document owner |
| 8. Signature* I agree that I have been fully briefed on my job role and that my job description has been explained.

Employee’s Signature:Employee’s Name:Date:Manager’s Signature:Managers Name:Date: |