

**DEFENCE & GOVERNMENT SERVICES**

Job Description:
Labourer

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| Function: | Defence & Government Services |
| Generic job:  | Labourer |
| Position:  | Labourer |
| Job holder: |  |
| Date (in job since): |  |
| Immediate manager (N+1 Job title and name): | Facilities Manager/Cleaning Manager  |
| Additional reporting line to: | QM |
| Position location: | Worthy Down DCLPA |
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| 1. Purpose of the job  |
| * To provide on-site support with completion of general, semi-skilled tasks, as delegated by appropriate authority
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| 2. Dimensions  |
| Characteristics  | * All tasks will be carried out following safe systems of work at all times, complying with all relevant Health & Safety legislations and procedures pertinent to that task
* Working, at all times, with awareness of surroundings and behaviour required
* Compliance with security procedures
* Tasks completed within set timeframes as directed and to the required standards
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| 3. Organisation chart  |
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| **4. Context**  |
| * Comply with all Sodexo company policies/procedures
* Comply with all legislative requirements
* Adhere to any local client site rules and regulations
* Role model safe behaviour
* Unsociable hours in line with business requirements maybe required
* Flexibility on work schedule and location maybe required
* No work may be undertaken that involves utilities e.g. gas/electricity/water
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| 5. Main assignments  |
| * To continue to develop one’s own skills and knowledge within the position, including any required training courses
* To maintain excellent client/customer relationships
* To attend team briefs, huddles and meetings as required
* To attend your performance development review to discuss job standards and agree development activities
* To maintain a clean and tidy work area at all times
* To maintain high levels of personal hygiene and wear the appropriate uniform and PPE as required
* To care for all available resources including equipment, materials and supplies as directed
* To report any near miss occurrences, accidents or faulty equipment to management
* To ensure effective communication with line manager, team, customer and client organisation
* To maintain all areas of responsibility to the set service standards and in line with applicable service offer
* To support the team by carrying our general tasks as delegated. These could be outdoor or indoor, within Messes or other controlled areas
* To undertake all tasks delegated in accordance with safe systems of work at all times, complying with all Health and Safety Procedures pertinent to that task including COSHH regulations, where appropriate
* Identify the standard/end result required for a task and complete it accordingly
* To clean external areas such as gutters, waste bins and up to three metres around buildings
* To assist, where necessary, in accommodation stores including the receipt, despatch and movement of stores
* To assist with clearance of snow from footpaths and gritting, as directed
* To assist with clearance of footpaths/roadsides/drains as directed within SOR
* To assist in arrival, departure, assembly and movement of furniture within a team
* To undertake ad hoc window cleaning at ground floor level
* To complete minor maintenance duties as requested using appropriate equipment, including hand held power tools
* To support the correct use of recycling and waste disposal containers in order to prevent cross contamination to ensure effective recycling
* To undertake general duties, as requested, to include light furniture repair and accommodation repair
* To assist in arrival, departure and movement of minor furnishings
* To work at all times, with awareness of surroundings and behaviour required, plus security procedures in place
* To complete relevant paperwork pertinent to the area of work (e.g. stores) to ensure accurate records and audit trail
* To attend training sessions that are set up regarding all aspects of the job
* To carry out any other reasonable tasks and/or instructions as directed by management
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| 6. Accountabilities |
| * Accurate completion of tasks detailed in the work requirements resulting in successful audits and minimal customer/client complaints
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| 7. Person Specification  |
| Essential: * Demonstrate experience of working in a similar role within the service industry at a comparable level in a company
* Good communication skills, must be able to demonstrate effective verbal and written communication
* Ability to demonstrate knowledge of safe use of power tools
* Ability to work on instructions but also to work under one’s own initiative

Desirable: * CSCS card or equivalent
* Fork lift truck licence
* Experience of working within military environment
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| 8. Competencies |
| N/A – this section is for management job descriptions only |

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| 9. Management approval |
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| Version | 1 | Date | 1 November 2016 |
| Document owner | 25SAH |

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| Manager Name | Sign | Date |
| Employee Name | Sign | Date |