

# Job Description: Cleaning Operative

|  |                           |
|--|---------------------------|
| Function:                                      | Facilities Soft Services  |
| Job:   | Cleaning Operative        |
| Position:                                      | Full Time Cleaner         |
| Job holder:                                    |                           |
| Date (in job since):                           |                           |
| Immediate manager<br>(N+1 Job title and name): | Lorraine Cordiner         |
| Additional reporting line to:                  | Deputy Facilities Manager |
| Position location:                             | All site                  |

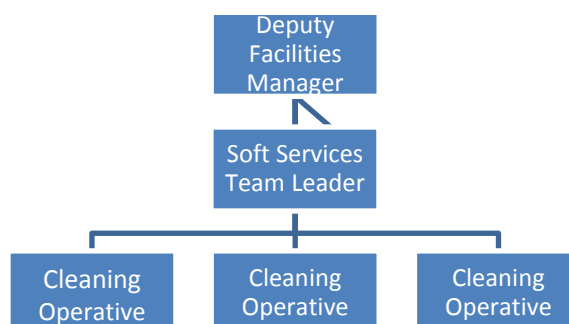
## 1. Purpose of the Job – State concisely the aim of the job.

- 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<br>FY13:                  | €tbc | EBIT growth:       | tbc | Growth<br>type: | n/a | Outsourcing<br>rate:        | n/a | Region Workforce | tbc |
|                                   |      | EBIT margin:       | tbc |                 |     | Outsourcing<br>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.

- Perform cleaning of public areas, communal areas, stairwells and offices within identified area of prison in accordance with a pre-determined cleaning schedule, as well as ad-hoc special requests where relevant
- Empty waste receptacles daily and dispose 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
- Ensure appropriate signage and approved cleaning practices are used and are visible where necessary at all times
- Ensure Health and Safety Requirements are met
- Ensure all stock is replenished in your areas of responsibility

**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 work place is a safe area.
- Continued 0% to landfill status
- 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 BICS/CPSS/Bio Hazard cleaning is desirable
- 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

|   |                         |
|---|-------------------------|
| ■ Growth, Client & Customer Satisfaction / Quality of Services provided |                         |
| ■ Rigorous management of results  | ■ Innovation and Change |
| ■ Brand Notoriety   |                         |
| ■ Commercial Awareness  |                         |
| ■ Employee Engagement   |                         |
| ■ Learning & Development  |                         |

**9. Management Approval** – To be completed by document owner

|                |                   |      |            |
|----------------|-------------------|------|------------|
| Version        | 1                 | Date | 08/05/2018 |
| Document Owner | Lorraine Cordiner |      |            |