

Job Description:   
 Support Operative

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| Function: | Support | |
| Position: | **Support Operative** | |
| Contract Days: | Monday - Friday | |
| Contract Hours: | Casual | |
| Hours of work: | Anytime between 8.00 – 16.00 | |
| Immediate manager  (N+1 Job title and name): | Joanne Young, Senior Administration & Support Manager | |
| Position location: | Phillips 66 Humber Refinery | |
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| 1. Purpose of the Job – State concisely the aim of the job. | | | |
| * Litter pick around the site. * Collect Recycling from around the site | | | |
| 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. | | | |
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| 3. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Have full knowledge of all areas which are to be litter picked. Removing any weeds or debris, ensuring the site is fully cleaned. * Collect & Remove confidential / recyclable paper from all office areas. * Assist the Support Supervisor with any reasonable tasks. * 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. * 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 and appearance and general cleanliness to comply with statutory and Company regulations, wearing company uniform as specified. * Draw to the attention of the Facilities Manager any potential hazards on site or infringements of Health & Safety Legislation. * Attend training & H&S meetings as is necessary to maintain standards in the contract and assist in carrying out the job role efficiently * Ensure all equipment is kept clean & maintained in safe working order. Report any defects to the Facilities Manager immediately * Comply with all Sodexo Company policies procedures and client site rules and regulations * 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 * Carry out other reasonable tasks as directed by management * Report and take necessary action for any incidents of accidents, fire, theft, loss, damage, or other irregularities. |

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| 9. 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: |