JoB description

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| Position Title | **Cleaner** | Department | Hygiene |
| Generic Job Title | Cleaner | Segment | Corporate Services North |
| Team Band | Unbanded | Location | Hull |
| Reports to | Lead General Service’s manager. | Office / Unit name | Reckitt Benckiser |

## ORGANISATION StRUCTURE

Lead General services Manager

Supervisor

Head of Talent

Cleaner

#### Job Purpose

• To provide daily cleaning and facilities support to the R & D areas of RB . Working to strict Good Manufacturing Practices (GMP) and in accordance with all local working procedures.

#### Accountabilities or “what you have to do”

* Undertake all required training in relation to all aspects of the cleaning service delivered to the client, as requested.
* Wear the company uniform at all times whilst at work
* Wear any items of personal protective equipment, as specified by the cleaning Supervisor/ Hygiene Manager
* Comply to all client policies / procedures in relation to Cleaning SOP’s / GMP / security
* Ensure that all requirements in relation to COSHH are adhered to, as specified by the cleaning supervisor/ Hygiene manager
* The method of conducting all cleaning tasks is as directed via the Great / cleaning offer task cards / pictorial task cards
* Ensure that the site/ cleaning offer colour coding policy is adhered to at all times
* Maintain the highest standard of cleanliness within assigned areas by ensuring that the relevant work instructions and standard operating procedures (SOPs) are followed.
* Report all faults in relation to cleaning machinery/ equipment to the Cleaning Supervisor/ Hygiene Manager
* Participate in the Health and Safety Policy of the Company and report any dangers or hazards to the Cleaning Supervisor/ Hygiene Manager
* To liaise on a daily basis with other staff members were needed
* All employees are required to, and are responsible for adhering to Quality, Compliance and Environmental, Health and Safety regulations and RB or Sodexo procedures applicable to their role. Training will be provided to ensure that the procedures are understood and responsibilities are defined.
* Ensure that all requirements of the specified cleaning offer, are carried out, as directed by the Cleaning Supervisor/ Hygiene Manager
* To report all building defects to the Cleaning Supervisor/ Hygiene Manager
* To perform other such duties as may be reasonably requested by the Cleaning Supervisor/ Hygiene Manager

**Key Performance Indicators (KPIs) or “What it will look like when you are doing the job well”**

• No justifiable complaints from building users / client staff within your areas of work

• Pass mark achieved in cleaning quality control audits within your areas of work

 •No issues and concerns highlighted in relation to health and safety in your areas of work.

#### Dimensions

|  |  |
| --- | --- |
| ***Financial*** | N/A |
| ***Other*** | N/A |

#### Skills, Knowledge and Experience

Essential

• Experience of the undertaking of all cleaning tasks

• Computer literate

• Basis numeric / literacy skills

Desirable

Supervisory experience

• NVQ

• BICSc COPC

• BICSc Assessors certificate

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| I can confirm I have read the full content of my job description and understand the requirements of this role:  |
| Employee Signature:  |
| Date:  |
| Please return to sender with any associated documentation  |

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| --- | --- | --- | --- |
| Version | 1 | Date | 13/01/17 |
| Document owner | Mark Paxton |