

**Government & agencies**

Job Description:   
Cleaner

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| Function: | | Government & Agencies | |
| Generic job: | | Cleaner | |
| Position: | | Cleaner | |
| Job holder: | |  | |
| Date (in job since): | |  | |
| Immediate manager  (N+1 Job title and name): | | Cleaning Supervisor | |
| Additional reporting line to: | | Cleaning Manager | |
| Position location: | |  | |
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| 1. Purpose of the job | | | |
| * To provide effective delivery of cleaning services to the client organisation | | | |
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| 2. Dimensions | | | |
| N/A |  | | |

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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 |

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| 5. Main assignments |
| * Maintain all areas of responsibility to the set standard of cleanliness within the timeframe given, complying at all times with standards laid down in the work schedule * To provide cleaning services support across the site including using cleaning equipment, materials and supplies as directed * 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 * ADD ANY SITE SPECIFIC REQUIREMENTS * 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 good communication skills * Able to work on own initiative and within a team environment * Able to demonstrate attention to detail * Able to perform manual handling duties that may be required in line with certain cleaning equipment and tasks   Desirable:   * 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 |
| |  |  |  |  | | --- | --- | --- | --- | | Version | 1 | Date | July 2017 | | Document owner | AH | | | |

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| 10. Sign off |
| |  |  |  |  | | --- | --- | --- | --- | | Job holder name: |  | Line manager name: |  | | Job holder signature: |  | Line manager signature: |  | | Date: |  | Date: |  | |