

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