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Job Description		
Date: June 2017		
Job title:	Cleaning Operative	Division: Corporate Services
Reports to (job title) Charge Hand/Supervisor		
Accountabilities	Key Performance Indicators	Knowledge, Skills and Experience required
<ul style="list-style-type: none"> To be responsible for all day to day aspects relating to the maintenance of the cleaning service within the contract specification to the agreed performance To provide a cleaning service to the agreed standards in accordance with the Service Level Agreements and Key Performance Indicators specified in the service contract To comply with company and site H&S regulations. Must have sufficient verbal and written English to comply with good manufacturing practice (GMP).To understand and comply with company health and safety documents. 	<ul style="list-style-type: none"> Comply with Company and statutory regulations relating to Safe Systems of work, health & safety, hygiene, cleanliness, fire and COSHH. To deliver a consistent level of service, within the Company's standards, to the contract specification and agreed performance, qualitative and financial targets. Pass and demonstrate GMP training and demonstrate confidence. 	<ul style="list-style-type: none"> Proven experience in working in a cleaning team Industry acumen and knowledge of cleaning services Excellent communication skills Experience working in a standards /compliance environment

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Key Tasks

- Full working knowledge of the areas to be cleaned as stated in the service level agreement.
- Ensure a high standard of personal hygiene and appearance and general cleanliness to comply with statutory and Company regulations, wearing company uniform as specified
- Accurately complete quality documents on a daily basis
 - Effective and efficient use of all assets and resources used in the cleaning process.
 - Work within the guidance of the quality processes as set out by the client and understand the GXP cleaning process
 - Manage cleaning machinery in accordance with manufactures instructions adhering to health and safety guidelines. All faults to be reported to supervisor or charge hand
 - Comply with COSHH Regulations.
- Comply with all Sodexo Company policies/procedures and client site rules, complying with GMP regulations.
- Comply with Health & Safety Regulations.
- Apply the principles of 5s.
- Participate in any necessary training and team meetings when required to complete job responsibilities to the Company and clients standards.
- Provide excellent customer service to customers, visitors and clients
- On arrival at Lifescan complete time book and ensure commencement of shift promptly.

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- Good team work, good communication skills, promote mutual respect and display a positive attitude at all times.
- Attend daily “tool box talks” at start of shift as required.
- Assist with room set ups and portering requests if required
- Removal of waste, ensuring correct segregation of waste streams into correct waste skips
- Report any customer complaints or compliments to Line manager
- Report immediately any incidents of accident, fire, theft, loss, damage, or other irregularities and take such action as may be appropriate.
- Carry out other reasonable tasks as directed by line manager

I agree I have read and understand the above Job Description:

Employees Name:

Date: