

# Job Description: Cleaner



Function:	HMP Peterborough – Learning & Skills
Job:	Cleaner 2
Position:	Cleaner
Job holder:	TBC
Date (in job since):	TBC
Immediate manager (N+1 Job title and name):	TBC
Additional reporting line to:	TBC
Position location:	HMP Peterborough

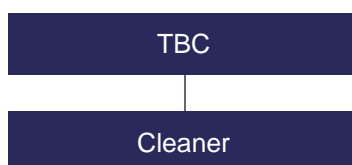
## 1. Purpose of the Job – State concisely the aim of the job.

- To deliver a full cleaning/housekeeping service within all healthcare areas, dispensaries, staff rest rooms, and Pharmacy's.
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## 2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

Revenue FY13:	€tbc	EBIT growth:	tbc	Growth type:	n/a	Outsourcing rate:	n/a	Region Workforce	tbc
		EBIT margin:	tbc			Outsourcing growth rate:	n/a	HR in Region	tbc
		Net income growth:	tbc						
		Cash conversion:	tbc						
Characteristics    ■    Add point									

## 3. 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.



## 4. Context and main issues – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- Work in accordance with a pre-determined cleaning schedule to meet CQC standards, HMIP and Infection Control
- Maintain compliance with all regulatory requirements

**5. Main assignments** – Indicate the main activities / duties to be conducted in the job.

- Empty and dispose of domestic and clinical waste in accordance with the companies Infection Control and Waste Disposal Policies.
- Carry out high and low level dusting of walls, ledges, perimeter fittings, paintwork.
- Clean all sanitary fittings and fixtures.
- Supply and replenish consumables i.e. paper towels, toilet rolls, soap etc.
- Clean and maintain floor areas/surfaces using the appropriate equipment.
- Clean and maintain Cleaning Store and equipment.
- Use all PPE as required.
- Use and care of approved cleaning materials and equipment at all times in accordance with the operator instructions.
- Maintain appropriate levels of chemicals and equipment in area of work.
- Undertake all cleaning duties in a safe manner using Hazard signs as appropriate.
- Ensure that all equipment and materials are used and stored safely in compliance with COSHH regulation
- To attend all mandatory and department training sessions as requested by your manager
- Clean sinks/Taps, fixtures & fittings to ensure lime scale is removed.
- Clean medical couches and medical equipment in designated rooms.
- Respond to spills and cleaning requests as required.
- Report any mechanical defects, pest sightings or building/environment faults to your manager
- Occasional support of other areas of the Prison may be required.

**6. Accountabilities** – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- Add point
- Add point
- Add point

**7. Person Specification** – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

- Good organisational and interpersonal skills at all levels.
- Able to work under own initiative and as part of a team when necessary.
- Able to work under pressure.
- Experience of domestic duties.
- Relevant experience in a similar setting is desirable.
- Willingness to work within a custodial environment
- Cleaning qualifications or certificates desirable.
- Domestic experience desirable,

**8. Competencies** – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

<div> <div></div>           Growth, Client &amp; Customer Satisfaction / Quality of Services provided         </div>	
<div> <div></div>           Rigorous management of results         </div>	<div> <div></div>           Innovation and Change         </div>
<div> <div></div>           Brand Notoriety         </div>	
<div> <div></div>           Commercial Awareness         </div>	
<div> <div></div>           Employee Engagement         </div>	
<div> <div></div>           Learning &amp; Development         </div>	

**9. Management Approval** – To be completed by document owner

Version	1.0	Date	17 <sup>th</sup> October 2018
Document Owner	Human Resources HMP Peterborough		

Name	
Signed	
Date	