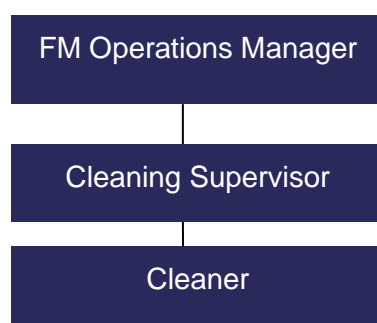


JOB DESCRIPTION

Position Title	Cleaner	Department	Cleaning
Generic Job Title	Cleaner	Segment	Corporate
Team Band		Location	BAE Systems Frimley
Reports to	Cleaning Supervisor	Office / Unit name	Victory Point

ORGANISATION STRUCTURE



Job Purpose

- To be responsible for the cleaning and servicing of areas allocated by the Cleaning Supervisor to the required standard by the client and Sodexo.

Accountabilities

- To ensure that you are compliant with Company and Statutory regulations regarding health and safety, chemical safety, COSHH in accordance with company policy and training.
- To ensure that the company standard of cleanliness is achieved and maintained with all fixtures and equipment, according to the cleaning rota as directed by your supervisor.
- To maintain the company standard of personal hygiene, professionalism, and appearance.
- To ensure that all equipment and materials are returned to the appropriate storeroom at the end of each shift.
- To report any customer complaints, compliments to a member of the management team.
- To ensure your arrival on duty at the correct time and that your personal appearance is well groomed and meeting the company standards at all times. Ensure that you wear the correct uniform provided and that it is clean and well maintained.
- Ensure the safety and security of the company and client property and money.
- Report any incidents of accident, fire, loss, damage, near misses, hazards and any other irregularities.
- To attend any meetings and training courses (which may include travel to other locations) as may be necessary from time to time.
- To ensure all cleaning equipment is clean and appropriate for use.
- Ensure cleaning schedules are completed accurately.

- To ensure floor areas are swept thoroughly and washed, mopped and machine cleaned to a good hygienic standard. Ensure all safety procedures are carried out.
- Have complete knowledge of all areas to be cleaned.
- Observe Health and Safety guidelines at all times, ensuring use of safety signs and barriers
- Use chemicals, disposables and equipment safely and as per training. Have a good knowledge of products/equipment on site, ensuring efficient use of chemicals and disposables to reduce waste, ensuring all equipment/chemicals are stored safely and fit for purpose and in good working order.
- Maintain cleaning cupboards, ensuring they are stocked and clean.
- Ensure chemical cupboard is locked and that chemicals are stored correctly.

Key Performance Indicators (KPIs)

- Satisfied customers, no complaints, positive feedback.
- Clean and tidy environment.
- Audits and compliances passed.
- Fully engaged team
- Compliance in all areas
- Delivery of a consistent cleaning service to a high standard.
- Clean and hygienic working areas.

Dimensions

Financial	
Other	

Skills, Knowledge and Experience

Essential

- Good knowledge of health and safety and COSHH.
- Organised and Tidy
- Teamwork.
- Punctual.
- Ability to use own initiative.
- High standard of personal hygiene and appearance.
- Good communication skills.
- Flexible approach to work.
- Willingness to learn.

Contextual or other information

- Respond to any reasonable request from a member of the Sodexo management team of BAE Frimley.
- To cover different shifts where practicable, some of which may be at short notice.
- Attendance of training and meetings as requested, some of which maybe outside normal working hours or a different venue.
- To ensure that the staff can perform their tasks correctly, giving or asking for necessary training and report any matters of indiscipline which you cannot resolve to management.
- Any other functions which may be commensurate with the overall objectives and purpose.