

**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 |
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| Version | 1 | Date | July 2017 |
| Document owner | AH |

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

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