

Job Description:   
Cleaning / Waste Operative

|  |  |  |
| --- | --- | --- |
| Function: | Cleaning / Waste Management | |
| Job: |  | |
| Position: | **General Operative** | |
| Job holder: |  | |
| Date (in job since): |  | |
| Immediate manager  (N+1 Job title and name): | Mary Thomson, Cleaning & Waste Services Manager | |
| Additional reporting line to: |  | |
| Position location: | Sodexo Royal Botanic Gardens Edinburgh. | |
|  | |
| 1. Purpose of the Job – State concisely the aim of the job. | | |
| * To provide a consistent service to the location by uplifting / disposing of all waste streams to relevant areas within the Service Yard from across site by means of an electric vehicle for transporting waste. To segregate waste to the correct container without contaminating waste stream. Keep service yard clean and tidy at all times. Additional cleaning duties to a high standard within a toilet, shower block used by gardens staff including kitchen / dining area. To comply with COSHH and Health & Safety To adhere to company standards and procedures * To attend training and development as required | | |
|  | |
| **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. | | |
| * Ensuring all colleagues, client and customer expectations are met at all times. * Dealing with the public and suppliers. * Following company and client guidelines. * Assist management team with any administrative needs they may have, which will include checking deliveries and reporting any shortfall to manager. * To undertake occasional duties outside the normal routine and assist in other areas of the business. * Comply with all company and Client policies and procedures, statutory regulations relating to your work place, this will include but not limited to fire, health and safety, hygiene, working safely and COSHH. * To ensure all services are provided with the replenishment as available if required. This should include services being re stocked * Comply with all Company policies, procedures and statutory regulations, including human resources, health and safety, safe working practices, hygiene, cleanliness, fire, COSHH. * Receive and act upon customer feedback, both positive and negative.   Ensure adherence to effective security procedures, including opening and closing procedures.   * To comply with all cleaning requirements relating to Health & Safety, Chemical Competence, Safe use of Equipment   after training   * To maintain a high standard of cleanliness and hygiene in all hospitality / public amenities areas and in all tasks and duties carried out within the team- with special regard for personal hygiene and appearance. * To carry out any other reasonable duty that may be requested by management that pertains to the total operation of Sodexo | | |