



JOB DESCRIPTION

Job title
Cleaning Operative
Name of person or job role reporting to
Responsibilities
<ul style="list-style-type: none">• To understand the areas of work• Comply with COSHH regulations• Provide cleaning duties throughout the building• Dispose of site generated waste• General cleaning of offices, meeting rooms, washrooms, canteen and public areas• The cleaning methods used will involve but not limited to cleaning, washing, sanitizing, sweeping, scrubbing, mopping, dusting, polishing and vacuum cleaning• There may also be the requirement to use machinery in the cleaning of floors and other areas for which full training will be given.• To have a customer focused approach to the role, where the principal aim is to provide a welcoming and supportive service to the client, providing solutions rather than problems.• To present yourself in a professional, approachable and helpful manner at all times, in terms of both image and attitude.• To work well under pressure• Cleaning experience is essential• Experience in COSHH regulations is essential• Clean, sweep, external areas, ensuring bins are emptied and all areas are clean and presentable• Must be able to work on own initiative and alone• In addition to your normal duties, you may occasionally be required to undertake additional work necessary to meet the needs of the business, without additional remuneration.
Qualifications/Experience
<ul style="list-style-type: none">• Knowledge of COSHH regulations• Experience in cleaning• Work without supervision• Organised• Attention to detail• Customer focused



I hereby agree that I have read and understood the job description.

Signed

Date

Name