

Job Description – Cleaning Operative

TITLE OF JOB: Cleaning Operative

PERSON REPORTS TO: Cleaning Supervisor / Area Manager

PERSON SUPERVISES: None

NATURE OF JOB:

To carry out cleaning duties as directed in a safe and professional manner. Staff will be expected to undergo training in specific cleaning tasks and to promote a positive image of the company at all times.

DUTIES AND RESPONSIBILITIES:

1. To undertake the cleaning of buildings, public houses, offices, toilets, classrooms and other areas, as directed, to the frequencies and standards specified.
2. To report any defects or breakages found in the premises, including furniture, fittings, materials and equipment to the line manager or appropriate person as soon as possible.
3. To notify the line manager of any operational problems such as locked doors, occupied rooms and any extra work requested by the client.
4. To promote good customer relations and compliance with all statutory provisions and company policies relating to employment. In particular, all staff must comply with the company's Health & Safety policy.
5. To project to our clients the image as being anxious to assist wherever possible and positively promote the work that the company is involved in.
6. To carry out any other duties, within the competence of the post holder that may be required, reasonably, from time to time.
7. To order all cleaning materials required by the team.
8. To ensure that materials are used in a safe manner and are kept secure.
9. To ensure that the company's Health & Safety Policy is adhered to at all times.
10. To ensure at all times that the site is secure and safe, locked and alarmed when last out.