

Name:

Department (and Section where appropriate):

Grade: G1

Job Title: Cleaning Assistant

Immediate Line Manager (Job Title): Cleaning Supervisor / Catering & Cleaning Manager

Job Purpose

To clean and maintain to a professional standard all company work areas as directed by the Catering and Cleaning and Cleaning Supervisor.

Main Duties (including % of time spent)

- Correct usage, maintenance and storage of materials, tools and cleaning apparatus and to report any defects to the Cleaning Supervisor (20%).
- To attend appropriate training sessions to update knowledge of cleaning equipment, materials, COSHH and procedures (20%).
- To perform any other reasonable duties as required by the Cleaning Supervisor (60 %)

Knowledge, Skills & Experience

Experience in the use of cleaning chemicals / COSHH
 Attention to detail, health and safety focused
 Good team approach to working environment
 Demonstrates a pride in work and importance of role for the organisation.
 Good communication skills
 To be able to follow and complete the cleaning schedules.

KEY TASKS & RESPONSIBILITIES

1. Communications

Good communication skills
 Report all health and safety issues to Cleaning Supervisor and Catering and Cleaning Manager

2. Analytical Skills & Creativity

Takes pride in completing tasks to a high standard
 Use of initiative in carrying out duties and responsibilities, consideration of different working environments on site
 Professional and honest approach to duties and responsibilities.

3. Management of Activities

To be prepared at all times to assist your colleagues and move from one activity to another within your remit.
 To pro-actively look to recommend improvements to your work processes by providing suggestions and solutions.
 Correct use of work equipment, personal protective equipment in accordance with training and instructions provided.
 To be responsive to the need to work extended hours and weekends when requested

<p><u>4. Management of People</u></p> <p>N / A</p>
<p><u>5. Management of Finance & Resources</u></p> <p>N/A</p>
<p><u>6. Autonomy & Accountability</u></p> <p>Working under minimal supervision of line manager to a professional standard. Understand the importance and necessity of Health & safety in the workplace, responsible for the self and others. Report incidents in respect of H&S, COSHH. To ensure that only correct cleaning materials are used on site. To ensure wet floor signs are provided and used. To ensure that all machinery is in a safe working condition by carrying out weekly checks. Understand the importance of cleaning for the business.</p>
<p><u>7. Working Environment</u></p> <p>Primarily based at the Chipping Campden site, travel to other sites may be required. Wearing PPE</p>
<p><u>8. Other designated job roles</u> (Please tick those applicable)</p> <p>Quality Co-ordinator Safety Co-ordinator First Aider First Aid Leader Fire Officer Fire Leader Software Co-ordinator Trained internal Auditor Equipment Officer Departmental Archivist Hygiene Manager Process Hall Manager Event Director Risk Assessor Biological Safety Officer Safety Representative Safety Committee Member Sample Receipt Steward Authorised Driver (in line with Car Policy)</p>

DSE User

Manual Handler

Signed & Dated

Job Holder Date

Line Manager Date