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| **Job Title:**  Cleaning & Hygiene Operative**Reporting to:**  Cleaning & Hygiene Supervisor**Base**: The Roundhouse  |
| **Hours:** 25 hours per week, 52 weeks a year.**Contract Type:** Permanent**Holidays:** 34 per year inclusive of 6 College closure days where applicable and 8 statutory days per year pro rata.**Shift Times:** 6am – 2pm, Monday to Friday.**Salary:** £23,875 per annum pro rata  |
| **Job Purpose** Working as part of a friendly team the post holder will provide a daily quality cleaning service to the client, maintaining standards of cleanliness, hygiene, litter control and tidiness. |
| **Key Responsibilities** * Provide and maintain a high standard of quality cleaning and hygiene duties to an agreed schedule.
* Clean floors, walls, surfaces furniture and fittings, toilets, spillages with a concern for quality and attention to detail.
* Clean a variety of floor surfaces by a combination of methods, optimising all mechanical floor cleaning machinery and use in a safe manner, to remove all ground in dirt, grease and other deposits.
* Clean toilets and washrooms to the optimum standard, ensuring that supplies of toilet paper, soap and paper towels are kept fully stocked through full shift.
* Clean wash and sanitise all surfaces as required.
* Demonstrate attention to detail and work proactively to carry out tasks, whether allocated or which present themselves.
* Ensure all rooms, facilities and public areas within the designated area are clean, tidy and present a high-quality image to customers and visitors.
* Employ excellent customer service skills and deal courteously with staff, students and visitors.
* Respond willingly to reasonable requests for assistance and support from client staff and colleagues.
* Complete paperwork as required including cleaning activity sheets and timesheets.
* Work safely with chemicals, machinery and waste in line with health and safety guidelines.
* Follow all COSHH regulations and safety advice when using chemicals, ensuring the correct use and storage of chemicals.
* Attend programmed Safety Toolbox Talks / staff briefings & required training.
* Maintain regular CPD.
* Ensure all resources, materials and equipment on site are in good working order, reporting any defects and following up on actions.
* Always wear the appropriate uniform and PPE.
* Work with and support the client Facilities Management department in their day-to-day service by logging and reporting any faults found.
* Comply with client’s safeguarding policy and practices and attend any training.
* Ensure the image of the provision reflects the professional image of the client.
* Carry out any other duties requested by the line manager and commensurate with the post.
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| **Person Specification** **Experience****Essential*** Recent relevant general cleaning duties in a large commercial environment
* Working within professional corporate organisational structures
* Proven track record of working in a customer facing, frontline operational role

**Desirable*** Effective time management
* Ability to work under pressure and support the team
* Flexible and professional approach
* Taking responsibility for actions taken
* Willingness to undertake regular CPD
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| **Qualifications****Essential** * Level 2 Maths
* Level 2 English

**Desirable:** * Full, clean driving licence and access to a vehicle
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