

JOB DESCRIPTION

Job Title: Cleaning Operative	Post No:	Hoople Band: B
Service: Building Maintenance and Cleaning	Section: Cleaning	Location: Herefordshire
Organisational information: Responsible to: Cleaning Supervisor Dimensions: Key relationships/Functional links with: Internal: Cleaning Services Manager, Operational Resources (Supervisors, Cleaning staff). External: Service users.		
Main Purpose of Job: Working for Hoople Group, as a member of the cleaning team, the successful candidate will undertake cleaning in areas as directed to ensure that client's premises are kept in a clean and hygienic condition in order to provide a professional and customer friendly service to our client and their service users.		
Main Responsibilities / Accountabilities: <i>The jobholder will be expected to complete the responsibilities / accountabilities effectively in order to deliver the key objectives of the organisation</i> Cleaning of client buildings including the following: <ul style="list-style-type: none"> • Sweeping, Vacuuming • Desk cleaning, emptying and waste bins • Kitchen cleaning • Toilet/ sink cleaning, floor mopping • Undertaking ad-hoc deep cleans where required • Knowledge of cleaning chemicals, proper storage and disposal methods • Notify building management of any repairs required • Mix and dispose of all cleaning solutions/waste appropriately 		
Other information: Experience <ul style="list-style-type: none"> • Previous experience of cleaning work Skills, knowledge and abilities <ul style="list-style-type: none"> • Excellent communication skills and the ability to work as a lone worker as well as part of a team • Excellent organisational skills • Self-motivation and the ability to identify and complete needed tasks without direct supervision • Knowledge of H&S safety requirements Business requirements <ul style="list-style-type: none"> • Ability and willingness to travel between sites within Herefordshire/ market towns whilst not essential is desirable 		

OFFICIAL

--

Manager Name:	John Thyne	Date:	22/12/2023
Job Title:	Service Delivery Manager	Date JD last updated:	19/12/2023