

JOB DESCRIPTION

Job Title: Cleaning Operative	Post No:	Hoople Band: B
Service: Building Maintenance and Cleaning	Section: Cleaning	Location: Herefordshire
<p>Organisational information:</p> <p>Responsible to: Cleaning Supervisor</p> <p>Dimensions:</p> <p>Key relationships/Functional links with: Internal: Cleaning Services Manager, Operational Resources (Supervisors, Cleaning staff). External: Service users.</p>		
<p>Main Purpose of Job:</p> <p>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.</p>		
<p>Main Responsibilities / Accountabilities:</p> <p><i>The jobholder will be expected to complete the responsibilities / accountabilities effectively in order to deliver the key objectives of the organisation</i></p> <p>Cleaning of client buildings including the following:</p> <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 		
<p>Other information:</p> <p>Experience</p> <ul style="list-style-type: none"> • Previous experience of cleaning work <p>Skills, knowledge and abilities</p> <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 <p>Business requirements</p> <ul style="list-style-type: none"> • Ability and willingness to travel between sites within Herefordshire/ market towns whilst not essential is desirable 		

OFFICIAL

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