

JOB DESCRIPTION

Job information as shown on organisation chart

Job Title: Cleaning Operative	Post No:	Hoople Band: A
Service: Building Maintenance and Cleaning	Section: BMC	Location: Public Toilets, Leominster Town Council
Organisational information: Responsible to: Cleaning Supervisor Key relationships/Functional links with: Internal: Cleaning Services Manager, Operational Resources (Supervisors, Cleaning staff). External: Service users.		
Main Purpose of Job: Working for Hoople BM&C, 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 public toilet facilities in Leominster Town Centre. Duties will include: • Opening & Closing Public toilet facilities • Sweeping, Mopping • Emptying and waste bins • 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 • Delivery of stores materials • Driving between sites Experience • Previous experience of cleaning work		

Skills, knowledge and abilities

- Good communication skills with the ability to provide handovers to other team members
- To work safely as a lone worker
- 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

- Ability and willingness to work across sites within the locality on an ad-hoc basis whilst not essential is desirable to enable other site coverage
- Must have a driving licence with less than 3 points – company vehicle provided

Other information:

Manager Signature:	John Thyne	Date:	6 th October 2023
Manager Name:		Job title:	Service Delivery Manager

Date Job Description last reviewed:

06 Oct 2023