# This is the rebranded hoople logo. It comprises of three dots in an equilateral triangle, one dot is sea blue, one is navy blue, one is pink. Next to this is the text "hoople group"

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| **JOB DESCRIPTION** |

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| **Job Title**: Cleaning Operative  **Service**: Building Maintenance and Cleaning | **Post No**:  **Section**: Cleaning | **Hoople Band**: A  **Location**: Hereford, 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:**  *The jobholder will be expected to complete the responsibilities / accountabilities effectively in order to deliver the key objectives of the organisation*  Cleaning of client buildings including the following:   |  | | --- | | * 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**   * Previous experience of cleaning work   **Skills, knowledge and abilities**   * 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**   * Ability and willingness to travel between sites within Herefordshire/ market towns whilst not essential is desirable | | |

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