**Job Description**

**Cleaner**

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| **Job Details** |

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| Reporting to: Car Spares Manager |  | Date: 1st February 2018 |

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| Department: Operations  |  | Location: Wokingham  |

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| Responsible for: Facilities cleaning  |

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| **Job Summary** |

The role of a cleaner is to ensure the facilities are clean and tidy to the frequency and standards set out.

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| **Key Responsibilities** |

* Ensuring a high level of cleanliness is maintained throughout the facilities on a daily basis
* Using cleaning materials appropriately, as instructed and economically; to inform their Line Manager when stocks are low
* Ensuring tools and equipment are in good working order, reporting any faults to Line Manager
* Empty and clean bins and remove waste to designated area, including the separation of waste, i.e. recycling
* Cleaning internal glass and internal and external door glass and where practicable ensure windows and doors are closed and lights switched off
* Using electrical equipment etc. after appropriate training
* Using approved cleaning materials and in accordance with manufacturers printed instructions and COSHH regulations. Chemicals should never be mixed with other chemicals
* Ensuring they are aware of their responsibilities for Health & Safety of themselves and others
* Vacuuming, mopping and scrubbing communal areas
* Deposing of rubbish in the correct locations around site
* Removing stains from carpets and upholstery
* Any other reasonable task required by the company

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| **Key Skills** |

* Flexible to changing demands of the post and ability to organise and prioritise
* Take pride in a job well done, committed to achieving high standards of cleanliness/hygiene
* Willing to undertake any training relevant to the role
* Trustworthy, maintaining confidentiality at all times in respect of the business related matters and to prevent disclosure of confidential and sensitive information
* Ability to manage time effectively, punctual and reliable
* Initiative and the ability to work without supervision, but as part of a team
* Enthusiastic, efficient, well-motivated and a positive attitude

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| **Health and Safety** |

* To ensure that all personnel, equipment and practices comply with Health and Safety requirements
* To liaise with safety representatives and the Health and Safety department to ensure that Health and Safety initiatives are implemented
* To follow all risk assessments and method statements
* Report all accidents, incidents, and near misses
* To ensure compliance with the full company health and safety policy

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| **Working Environment** |

* To maintain all areas to the highest standards of housekeeping at all times
* To monitor, report and progress all damage to the fabric of the plant and equipment
* To ensure that the equipment is operable and maintained according to the Preventative Maintenance Schedule
* Undertake pre-checks as required for all work equipment
* Deal with any spilt material and product in accordance with spill procedures.

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| **Compliance** |

* To follow all quality, safety and environmental policies
* To ensure compliance to all objectives for continuous improvement
* To complete any paperwork required, either electronically or in paper format and return it to the office.
* To follow written and verbal instructions given; including any written procedures and processes as relevant to your area of operation.
* To attend any training required, and read any information and newsletters issued to you.

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| **Confirmation** |

Please check that the above details are correct and sign below to confirm. Thank You.

**Job Holder:**

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| Name:  |  | Date:  |

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| Signature:  |

**Manager:**

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| Name:  |  | Date:  |

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| Signature:  |