**Job Description**

**Cleaner**

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| **Job Details** |

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| Reporting to: Car Spares Manager |  | Date: 1st December 2013 |

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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** |

**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

**Key Skills**

* Flexible to changing demands of the post
* Take pride in a job well done, committed to achieving high standards of cleanliness and hygiene
* Punctual, reliable and trustworthy
* 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
* Initiative and the ability to work without supervision, but as part of a team
* Enthusiastic, efficient, well-motivated and a positive attitude
* Ability to organise and prioritise

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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: |