

# Job Description

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<b>Job title</b>	Industrial Cleaner	<b>Date</b>
<b>Reports to (title)</b>	Cleaning Supervisor	
<b>Contract/Department</b>		<b>Revision</b>
<b>Location</b>		

## Job purpose

Describe the overall purpose of the job in two or three sentences.

The primary role of the Industrial cleaning Operative is to ensure that the site facility and workplace is maintained to the client specification "litter free, clean and tidy this will include supporting the day-to-day operation of the existing cleaning teams and the overall performance and delivery of the service.

Responsible for taking control of the cleaning activities around the manufacturing areas, operating industrial cleaning equipment, and ensuring a consistent service is provided to customers by delivering and maintaining a high level of services.

The operative will be able to work on their own initiative and proactively provide best practice standards in all cleaning activities. working with the supervisor to improve set KPI's and uphold company values at all times,

## Duties/responsibilities/accountabilities/deliverables

List the main aspects of the job, with an emphasis on duties and responsibilities for junior roles, and accountabilities and deliverables for more senior roles.

- In the performance of his/her duties, the industrial cleaning Operative is responsible for the site cleanliness and husbandry. They may also be required to carry out ad- hoc works as directed by Supervisor/EMCOR Facilities Management Team.
- Act as advocate of good practice for the company.
- Adhere to safe working practices are followed according to Health & Safety procedures.
- Role will encompass working on own initiative and carrying out lone working activities
- Post utilised to support cleaning works when required.
- Ensure areas of responsibility are kept clean at all times and is of a consistently high standard.
- Conduct all necessary daily maintenance and upkeep of plant machinery and tools.
- Respond efficiently to ad hoc requests.
- Ensure regular attendance and punctuality, following the Company procedures for holidays and sickness.
- Meet Company expectations in relation to conduct and performance.
- To contribute to the delivery of the service requirement by carrying out any other related tasks as

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required.

- Ensure that cleaning equipment and machinery are used in the correct manner and cleaned after use. Any defects should be reported immediately they are noticed.
- Check and ensure PPE is suitable and fit for purpose of the task and activities being conducted
- Any other duties as directed.

## Position Goals

The Cleaning Operative has the following primary goals:

- To ensure that all EMCOR operations are maintained and provide the required service to the client.
- Reflect the flagship status of the Cantley operation, working to best practice standards in manpower control, housekeeping and safety.
- Support operations in the instance that the Supervisor is unavailable, ensuring service levels and production does not suffer.
- Promote zero accidents in the workplace
- Work towards positive safety culture & near miss reporting

## Relationships

- Reports to the Cleaning Supervisor
- Demonstrates positive work ethics through task completion
- Flex working to support site requirements
- Carry out any training provided by Emcor

## Key Performance Indicators

- Committed to delivering site safety pledge - zero accidents
- Areas are maintained at minimum to client & company requirement
- No adverse reports
- Positive customer perception

## Resource responsibilities

Indicate the typical number of direct reports, financial responsibility, control over subcontractors and any responsibility for assets, systems or outsourced services.

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## Person specification

Describe the knowledge, skills, qualifications, personality and experience required for the job.

<ul style="list-style-type: none"><li>• Flexibility</li><li>• Team Orientated</li><li>• Presentable appearance</li><li>• Should have good oral/written communication skills.</li><li>• Possess and demonstrate an understanding of best practices.</li><li>• Have a mind-set and commitment to customer service.</li><li>• Have an understanding of safe working practices and manual handling.</li><li>• Understanding of RAMS</li><li>• Understanding of COSHH</li><li>• Following site procedures &amp; processes</li><li>• Ensuring PPE is worn at all times</li><li>• Following supervisor's instructions</li><li>• Supporting the site client/FM in a polite friendly manner</li></ul>
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## Other factors relevant to the job

Enter any additional information which the job holder would need to know, for example: requirement for UK-wide travel, shift patterns, night working, call outs etc.

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Line Manager <i>Signature</i>	
Print Name	
Date	

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Job Holder <i>Signature</i>	
Print Name	
Date	

FOR HR USE ONLY:					
Job Grade		EMCOR Competency Level		Training Profile UTC	