

Job title	Cleaning operative	Date 09/04/2026
Reports to (title)	Cleaning supervisor	
Contract/Department	WI BBC	Revision xxx
Location	London	

Job purpose

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

The Cleaning Operative is responsible for delivering a consistently high standard of cleaning across BBC London sites in line with contractual requirements, output-based specifications, and BBC Cleaning Expectations. The role ensures a safe, clean and professional environment while representing EMCOR 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.

- Attend daily team briefings and follow supervisor instructions
- Wear correct uniform and PPE at all times
- Collect, check and maintain cleaning equipment and materials
- Follow output-based cleaning specifications
- Apply correct colour coding methods
- Clean desks, general areas, kitchens, washrooms, floors and back areas
- Maintain presentation standards for desks and shared spaces
- Carry out daily, weekly and periodic cleaning tasks
- Respond promptly to reactive cleaning requests
- Use chemicals and machinery safely as trained
- Report defects, hazards, near misses and accidents
- Maintain cleaning stores, equipment and trolleys
- Monitor consumable stock levels and report shortages
- Attend and complete all mandatory training

Resource responsibilities

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

Job Description

No direct line management responsibility
 Responsible for the safe use of cleaning equipment, materials and supplies
 Responsible for maintaining cleaning equipment, trolleys and storage areas
 No financial or subcontractor management responsibility

Person specification

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

Essential

Good timekeeping and attendance record
 Ability to follow detailed cleaning standards and instructions
 Customer-focused approach with a professional attitude
 Ability to read and speak English to ensure safe working practices

Desirable

Previous experience in a commercial cleaning environment
 Knowledge of colour-coding systems and BICSc cleaning standards

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.

Shift work may include early mornings, evenings, nights, weekends and public holidays
 Duties may vary depending on operational requirements and business needs
 Role involves manual handling and working across multiple site areas

Line Manager Signature	Sammy Ashry
Print Name	Sammy Ashry

Job Description

Date	09/04/2026
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Job Holder Signature	
Print Name	
Date	

<i>FOR HR USE ONLY:</i>					
<i>Job Grade</i>		<i>EMCOR Competency Level</i>		<i>Training Profile UTC</i>	