

# Job Description

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Job title	General Operative	Date
Reports to (title)		
Contract/Department		Revision
Location		

## Job purpose

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

To work as part of a team to provide General cleaning services across the contract.

## 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.

- Carry out cleaning tasks to ensure the agreed standards are maintained for all factory areas covered by the cleaning schedule
- Ensure any repairs noticed during cleaning duties are reported to the Cleaning Supervisor
- Ensure a timely response to any service shortfalls identified by the Cleaning Supervisor
- Carry out additional or special cleans as instructed by the Cleaning Supervisor, using equipment and chemicals appropriate to the task
- Ensure adequate stocks of consumables are available in nominated cleaning stores and where necessary requests for replenishments are submitted to Cleaning Supervisor in a timely manner
- Comply with all Statutory Regulations and EMCOR Instructions
- Ensure all employee responsibilities in the EMCOR Code of Conduct are complied with

## 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.

- Previous experience of cleaning in a food factory would be an advantage
- Methodical and meticulous approach to work
- Reliability
- Team Player

## 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.

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

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

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

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