

Job Description

Job title	Cleaning 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 accommodation cleaning services across a range of facilities, including but not limited to office, washroom and meeting rooms

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 accommodation 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 EFS 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 accommodation cleaning would be an advantage
- Methodical and meticulous approach to work

Other factors:

- There may be an opportunity for overtime working

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	

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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