

ROLE PROFILE

POSITION	Cleaner		
TEAM	Cleaning	LOCATION	CSL
VERSION	2.1	LAST UPDATED	March 2018

PURPOSE OF ROLE	To carry out the full range of cleaning activities appropriate to the premises.
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KEY ACCOUNTABILITIES

1. To undertake cleaning duties as required and relevant to the premises or property.
2. To maintain a high standard of cleanliness and hygiene to the premises or property.
3. To ensure that all duties are carried out in accordance with COSHH regulations and Health and Safety policy and procedures.
4. Responsible for the care and condition of Company vehicles, plant and equipment in accordance with relevant policies.
5. Participate and engage positively in tool box talks, attend and obtain all mandatory training and qualifications required for the role.
6. To represent Coastline Services Ltd positively at all times. Representing oneself as a professional and competent member of the team, always maintaining a friendly and courteous approach, wearing Coastline Services Ltd uniform, presenting ID and using personal protective equipment.
7. To undertake other cleaning duties as may reasonably be required in line with the level of responsibility of the post and in order to meet the changing needs of the organisation.

GENERAL OBLIGATIONS (THIS IS STANDARD FOR ALL ROLES)

1. Represent the Company positively with all external agencies.
2. Service and support the Company as requested.
3. Establish, develop and maintain effective working relationships with all work colleagues.
4. Ensure compliance with the Company's Health and Safety policies and procedures.
5. Continually promote equal opportunities and customer care in full compliance with the Company's policy and standards.

REPORTING

- Reports to the Cleaning Supervisor

CONTACTS

- Internal - All staff across the company
- External – Customers

PERSON SPECIFICATION

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QUALITY	ESSENTIAL	DESIRABLE
Education & Qualifications:	<ul style="list-style-type: none"> • Basic Education. 	Health and Safety Training.
Experience, Knowledge and Understanding	<ul style="list-style-type: none"> • Experience of office and commercial cleaning duties. 	Local housing knowledge.
Job Related skills	<ul style="list-style-type: none"> • Ability to maintain high standards of cleanliness and hygiene. 	IT Literate.
Personal Skills	<ul style="list-style-type: none"> • Able to work within a team or on own. • Good communicator. 	
Other	<ul style="list-style-type: none"> • Full driving licence. • Standard DBS check. 	