

Role Profile – The What, The Where, The How

POSITION	Cleaner	REF	SERV06
TEAM	Cleaning	LOCATION	On Site
VERSION	3	LAST UPDATED	September 2024

THE PURPOSE OF THIS ROLE IS TO

To carry out the full range of cleaning activities appropriate to the premises.

Specific Accountabilities – The Brass Tacks

In the role, day to day, you'll be responsible for:

1. Undertaking cleaning duties as required and relevant to the premises or property.
2. Maintaining a high standard of cleanliness and hygiene at the premises or property.
3. Ensuring all duties are carried out in accordance with COSHH regulations and health and safety policy and procedures.
4. The care and condition of company vehicles, plant and equipment, in accordance with relevant policies.
5. Participating in, and engaging positively with, toolbox talks, and attending and obtaining all mandatory training and qualifications required for the role.
6. Representing 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. Undertaking 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.

Person Specification – The Who

PERSONAL SKILLS AND QUALITIES

At Coastline we are more concerned with how you work and what you bring to the role over formal qualifications or criteria. Specifically, what we're looking for is someone who:

- Demonstrates behaviours in accordance with Coastline's values:
 - Put our customers first
 - Be open, honest and accountable
 - Value each other
 - Strive to be the best
- Able to work within a team or independently;
- Has experience of office and commercial cleaning duties, and the ability to maintain high standards of cleanliness and hygiene;
- Has a full driving licence and a satisfactory basic DBS check.

Some experience in the following would be an advantage:

- Health and safety training;
- Local housing knowledge;
- Is IT literate.

General Obligations - For All Of Us

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, suppliers and contractors

