

## ROLE PROFILE

<b>POSITION</b>	Cleaner (Bank)		
<b>TEAM</b>	Cleaning	<b>LOCATION</b>	CSL
<b>VERSION</b>	2.1	<b>LAST UPDATED</b>	March 2018

<b>PURPOSE OF ROLE</b>	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

<b>POSITION</b>	Cleaner		
<b>TEAM</b>	Cleaning	<b>LOCATION</b>	CSL
<b>VERSION</b>	1.1	<b>LAST UPDATED</b>	March 2018

<b>QUALITY</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Personal Skills</b>	<ul style="list-style-type: none"> <li>• Demonstrate behaviours in accordance with Coastline's values:                             <ul style="list-style-type: none"> <li>✓ Put our customers first</li> <li>✓ Be open, honest and accountable</li> <li>✓ Value each other</li> <li>✓ Strive to be the best</li> </ul> </li> <li>• Able to work within a team or on own.</li> <li>• Good communicator.</li> </ul>	
<b>Education &amp; Qualifications:</b>	<ul style="list-style-type: none"> <li>• Basic Education.</li> </ul>	Health and Safety Training.
<b>Experience, Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>• Experience of office and commercial cleaning duties.</li> </ul>	Local housing knowledge.
<b>Job Related skills</b>	<ul style="list-style-type: none"> <li>• Ability to maintain high standards of cleanliness and hygiene.</li> </ul>	IT Literate.
<b>Other</b>	<ul style="list-style-type: none"> <li>• Full driving licence.</li> <li>• Standard DBS check.</li> </ul>	