

JOB DESCRIPTION

JOB TITLE: Cleaner

LOCATION: Glasgow City Centre

REPORTING TO: Site Supervisor

OUR VALUES AND BEHAVIOURS

Respect - This means respecting each other, great communication, valuing contributions, respecting differences and supporting one another.

Collaboration - This is all about teamwork and remembering that we are all working towards the same goal. It's also about how we work with our clients and their other suppliers. We are one team!

Integrity - This is about being honest, reliable and trustworthy and always delivering on promises.

Innovation - This is about striving to always improve, working smarter, coming up with new ideas and having the confidence to share them. At the same time it's about embracing change.

Excellence - This is all about striving to be the very best brand ambassador, exceeding expectations to build value and give us and our clients a real competitive advantage.

Trust - This is all about being consistent, organised and reliable. It's also about doing what you say you are going to do and not promising what you can't deliver.

OVERVIEW OF JOB DESCRIPTION

Maintaining cleanliness of office premises for prestigious Client during working hours, will involve working in a busy office environment amongst staff, includes attending to cleaning washrooms, kitchens and any surrounding areas, disinfecting high touch points on intervals; you must successfully pass vetting to be offered this position – this takes at least 3 weeks.

Main Duties & Responsibilities:

- Maintaining cleanliness of toilets and topping up consumables regularly
- Maintaining cleanliness of kitchens and removing waste from all areas
- Disinfecting high touch point areas on regular intervals throughout office
- Attending to periodic tasks throughout office
- Attending to any reactive jobs that arise ie spillages, deliveries, and any reasonable management requests

Person Specification:

- Must be well presented and good communicator
- Must be proactive and able to address any issues on site before these are highlighted
- Must have a can do attitude and polite and approachable demeanour
- Hardworking, good timekeeping and attendance record

Essential

To provide sufficient information to successfully pass vetting.

HEALTH & SAFETY RESPONSIBILITIES

- Follow Group and company policies and procedures at all times;
- Report any apparent deficiencies in systems of work or equipment provided that may result in failure of service delivery or risk to health and safety or the environment;
- Use all work equipment and personal PPE properly and in accordance with training received;
- Report any issues or training needs to your Line manager and /or via your divisional incident reporting system;

NOTE

This job description is intended to give the post holder an appreciation of the role envisaged for this position and the range of duties undertaken. Specific tasks and objectives will be agreed with the post holder throughout the period of employment. The job description may be varied from time to time by the Company to reflect changes in the post holder's role and/or the needs of the business.