

JOB DESCRIPTION

JOB TITLE: Cleaning operative

LOCATION: The Belfry Shopping centre

CONTRACT: Part Time- Evenings

PAY RATE : £9.15 per hour

HOURS: 20 hours per week (Monday to Friday 17:30-22:00)

REPORTING TO: Services Manager & 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 is 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 is 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 is also about doing what you say you are going to do and not promising what you can't deliver.

Job Objective & Responsibilities:

ABM is looking for hardworking and proactive cleaner to join our team at the Belfry Shopping Centre Redhill Surrey.

This is a permanent posting. ABM offer wide range of opportunities on site.

This is 20hrs week Monday to Friday, Shift times are 17:30 to 22:00-

Main Duties:

- You will be responsible to maintain clean and safe areas, this is on a two week rolling rota week 1 is cleaning of offices and toilets, Week 2 is cleaning of the customer carpark which included use of a ride on sweeper scrubber drier
- You will provide customer service to public and support with Fire and evacuation procedure.
- Radio is used on site throughout the shift.
- PDA is used on site throughout the shift to record your tasks completed.

- Training and full uniform provided. You must have good time keeping, great communication skills and immaculate attendance.

Person Specification:

- Ability to work in a fast-paced team with the ability to remain calm under pressure.
- Outstanding communication skills both internal and external.
- The ability to effectively prioritise your workload and build relationships with key stakeholders. Excellent attention to detail.
- A customer focused approach.
- A proactive/can do attitude to work.
- The ability to work on own initiative and take full ownership of role. The ability to follow process/ instructions.

Health & Safety Responsibilities

- Always follow ABM Group and company policies and procedures.
- 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.

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.

Please note that ABM are an equal opportunities employer, we do not discriminate and welcome all responses.