

## JOB DESCRIPTION

**JOB TITLE:** Cleaning Operative

**LOCATION:** 125 London Wall, London, EC2Y 5AS

**REPORTING TO:** Senior 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

### Main Duties & Responsibilities:

As an ABM cleaning operative your role will be to deliver cleaning services to client facilities in and around the building to a high standard, your responsibilities include but are not limited to:

- Cleaning floors in building reception areas. including dust mopping, damp mopping, sweeping, vacuuming, dusting, picking up larger objects off the floor, and spot cleaning glass doors/windows, clean all stainless-steel fixtures and barriers/glass door panels, dry mop black marble pillars inside and external
- Clean and sanitize lifts, wipe all external & internal stainless-steel on lift doors / frames / lift runners wipe down and remove all smudges from mirrors, sweep and mop floors
- Cleaning restroom(s)/showers, emptying trash, cleaning and sanitizing fixtures, cleaning mirrors, cleaning shower cubicle partition doors/walls, sweeping and mopping tile floors, and cleaning toilets and urinals
- Set up, stock, and maintenance of cleaning equipment and supplies
- Monitor and maintains sanitation and organization of assigned areas
- Assist team leaders/supervisors when needed to ensure optimum service to clients
- Perform additional duties as needed, within reason.
- Follow all health and safety regulations
- Comply with monthly training sessions delivered by the supervisor/line manager as necessary

## **Person Specification:**

### **Essential**

- Good communication skills both verbal and written
- Smart Clean Appearance
- Can work as part of a team as well as working alone
- A proactive/can do attitude to work.
- Candidates must be punctual, trustworthy and have a good eye for detail.

### **Desirable**

- Previous cleaning experience preferred
- Being able to use a buffing machine an advantage (not essential as training will be given)
- First Aid Trained

## **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.

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