

JOB DESCRIPTION

JOB TITLE: Cleaning Operative

LOCATION: Fort Kinnaird, Edinburgh

PAY RATE: £9.60 per hour

SHIFT PATTERN: 7.5 hours shifts will be day shift and/or late shift with various starting times of 07:00; 11:00; 12:00 or 13:00

REPORTING TO: Operations Manager

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:

This is a permanent role within the cleaning team. You will be based at the out of town Shopping Centre of Fort Kinnaird which is focused on being the Place People Prefer to work and shop. Recent developments with additional restaurants, Nando's and Wagamamas along with the Odeon cinema have further enhanced the Customer experience. Fort Kinnaird is a fast paced, outdoor shopping centre over 800,000 sq.ft. Currently home to more than 75 of the UK's best Brands including Primark, JD, Next, River Island and TK Maxx. Fort Kinnaird are ranked number 2 in the UK in terms of retail attractiveness and have further 2 plans to develop the centre. With this in mind we are looking to appoint a proactive cleaner to deliver a clean and safe shopping environment for all our customers and staff.

What we offer:

- Employee discounts at on site retailers through our communication app
- Employee discounts at external retailers through Perkbox including free coffee at Caffe Nero
- Cycle to work scheme

- Free, on site staff parking and numerous transport links • Great working environment with a relaxing team room for breaktimes.
- Full and ongoing training with a view for career development including opportunities to progress
- Numerous online courses to choose from and complete at your own pace
- Competitive annual leave with fair and simple holiday booking system
- Online rota system with individual login
- Easy to use clocking in/out system for accurate payroll recording
- Online payslips live before pay day and available to download. Also applies to P60
- Company uniform provided at no cost to employee
- Disability Confident employer

Person Specification:

- Ability to conduct cleaning duties in a correct and timely manner in accordance with the site cleaning specification.
- Cleaning outdoors around the shopping centre, duties include but not limited to –
 - Litter picking
 - Walkway cleaning
 - Wiping/cleaning all benches, bollards, bins, ledges and handrails
 - Bin empty
 - Weeding small areas of paving & flower beds
- Physically fit to carry out cleaning tasks, and to be able to walk to and from all areas of the centre
- Deliver great customer service to the customers and retailers on site
- To carry out cleaning responsibilities as designated by their Line Manager.
- Correct and safe usage of all equipment on site ensuring any faults are reported and resolved as a matter of priority.
- Ensure correct usage of cleaning chemicals ensuring minimal waste Adhere to the Company's Health and Safety Policy and Procedures.
- Is physically fit to carry out manual duties
- Communicate effectively and professionally with colleagues, members of the public and with site management
- Ability to get on well with others and inspire respect and confidence
- Attention to detail
- Flexible / supportive team playe

Essential

- Sound communications skills.
- 2 years cleaning experience.
- Demonstrate initiative in the absence of supervision, accepting responsibility.
- Knowledge of safety regulations, building codes and other compliance policies.
- Executing duties in a manner which minimises the incidents and accidents within your Department.
- The staff member must be available throughout the duration of the designated shift.

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.