

## Job Description / Person Specification

JOB TITLE: Cleaner (11am-7pm)		
<b>Department:</b> Cleaners / Facilities	<b>Company:</b> AESSEAL	<b>Job Ref No:</b>
<b>Reporting to:</b> Ben Lingard	<b>Location:</b> Mill Close, Rotherham	
<b>Job Holder's Name:</b>	<b>Signed:</b>	<b>Date:</b>
<b>Manager's Name:</b>	<b>Signed:</b>	<b>Date:</b>

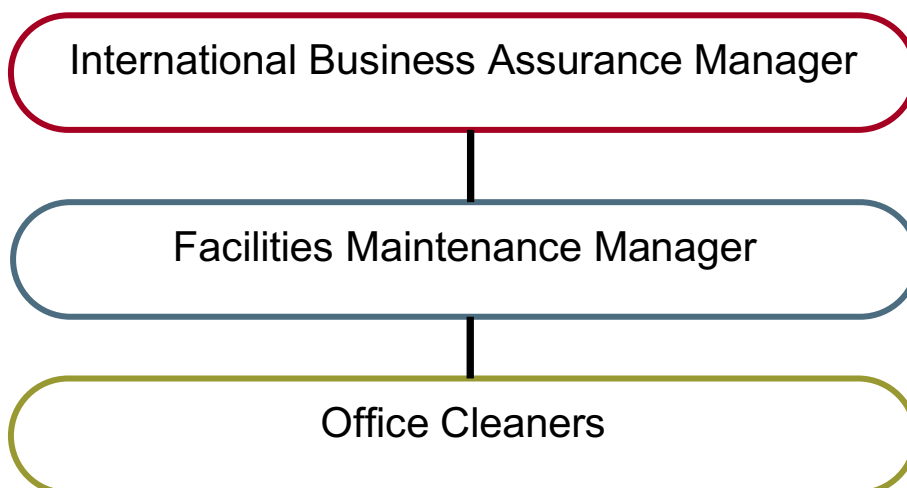
### 1. Job Purpose

To maintain high levels of housekeeping and cleanliness at Mill Close and to assist with hospitality when required to be an effective member of the team.

### 2. Job Dimensions

To operate as part of a team of seven cleaners at the Company's Global Headquarters, Bradmarsh Business Park, Rotherham to ensure that the site is kept clean for employees and visitors.

### 3. Organisation Chart: (outline department organisation chart so the job holder knows exactly where they sit in the department – highlight the position in yellow)



#### 4. Principal Accountabilities

- To clean toilet facilities, including toilets, sinks, floors and tiles
- To clean kitchen and canteen facilities.
- To vacuum carpeted areas and sweep and mop tiled floors.
- To clean internal glass
- To prepare meeting rooms with tea / coffee and buffets where required for visitors/internal meetings
- To wipe doors and skirting boards at least weekly.
- To dust desks, shelving and fittings.
- To report any issues of damage or repairs to management.
- To order cleaning materials where required.
- To fully support excellent working practices, including, Health, Safety and Environmental compliance, team behaviour, housekeeping, continuous improvement, compliance with Company procedures

N.B this list is not exhaustive, the job holder is required to carry out reasonable tasks within his/her level of skill and ability.

#### 5. Skills, Knowledge and Experience

Criteria	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• No formal academic qualifications required.</li></ul>	<ul style="list-style-type: none"><li>• Driving license</li><li>• Food hygiene Certificate</li></ul>
<b>Skills &amp; Knowledge</b>		<ul style="list-style-type: none"><li>• Attention to detail</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Previous experience of working in a similar role</li></ul>	<ul style="list-style-type: none"><li>• Working within a customer-focused environment.</li><li>• Working in a fast paced environment.</li></ul>
<b>Character</b>	<ul style="list-style-type: none"><li>• Excellent timekeeping</li><li>• Desire to provide exceptional customer service</li><li>• Eager to assist in the continuous improvement of the organisation</li><li>• Ability to promote, embrace and manage change</li><li>• Contribute to a happy working environment</li><li>• Effective communicator</li><li>• Passionate about quality of work</li></ul>	