

Job Description

Job Title:	Mobile Cleaning Operative
Team/Service:	Complete Cleaning Services
Responsible To: (day to day)	Cleaning Supervisor
Accountable To: (Line Management)	
Salary Grade: (<i>Spinal column points</i>)	£10ph
JE Ref:	
Post No:	

1. Key Purpose of Job

- 1.1. Cleaning cover for sickness and holidays as and when required this may include (dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restroom cleaning etc)
- 1.2. Managing cleaning supplies stock levels, delivering supplies and supplying designated facility areas this will include driving the company vehical
- 1.3. Carry out heavy duty cleaning tasks for special projects as requested by management this may require the use of heavy duty cleaning equipment (full training will be provided)
- 1.4. Undertake general cleaning audits as and when required

2. Anticipated Outcomes of Post

- 2.1. To provide a comprehensive cleaning service to clients.

3. List Key Duties and accountabilities of the post

- 3.1. Clean as and when required within the designated areas (dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restroom cleaning)
- 3.2. Undertaking cleaning audits when required reporting results to cleaning supervisors
- 3.3. Carry out heavy duty cleaning tasks. This may require the use of heavy duty cleaning equipment (full training will be provided)
- 3.4. Notify management of occurring deficiencies or needs for repairs of cleaning equipment
- 3.5. Follow all health and safety policies and procedures
- 3.6. Delivering cleaning supplies to designated buildings as and when required this will be on instruction from the cleaning supervisor/manager
- 3.7. Emptying waste bins or similar receptacles, transporting waste material to designated collection points this will be cleaning cover for holidays and sick leave
- 3.8. Sweeping floors with brushes or dust control mops as and when required this will be cleaning cover for holidays and sick leave
- 3.9. Mopping floors with wet or damp mops as and when required this will be cleaning cover for holidays and sick leave



- 3.10. Cleaning carpeted areas and “spot” cleaning carpets as and when required
- 3.11. The use of electronically powered scrubbing and polishing machines to burnish, scrub, polish and spray cleaning various floorings. (full training will be provided)
- 3.12. To dust, damp wipe, wash or polish furniture, ledges, window sills, external surfaces of cupboards, radiators, shelves and fitments as and when required
- 3.13. To replenish/ deliver consumable items to sites where required (soap, toilet rolls, paper towels and chemicals) if required within the contract
- 3.14. To clean toilets, urinals, hand basins, sinks, baths, showers and drinking fountains as and when required this will be cleaning cover for holidays and sick leave
- 3.15. The use of chemical agents as directed in the discharge of cleaning operations, after receiving full instructions and training
- 3.16. To undertake wall washing or inside window pane cleaning to a height no greater than body height plus arms extension from floor level, during periodic cleaning maintenance programmes as and when required
- 3.17. To attend designated sites and provide cover for staff where required. (transit vehicle will be provided)
- 3.18. To alarm and lock up designated buildings as and when required this will be cover for holidays and sick leave

4. Give examples of the typical types of problems and decisions the post will be required to make and the impact any decisions could have on its clients and residents

- 4.1. To ensure cleaning within the designated areas is completed to the required standards as expected by the client.
- 4.2. To ensure the cleaning Supervisor is updated on a daily basis.

5. Budgetary / Financial Responsibilities of the post - None

6. Supervision / Line Management Responsibilities of the post - None

Working Environment & Conditions of the post

- 7.1 To work within office environments. There may be requirement to clean external entrances/walkways.



7. Physical Demands of the post

- 8.1 To use standard/heavy duty cleaning equipment to include vacuums'/mops/buffing machines
- 8.2 There may be the requirement to carry cleaning equipment with the use of staircases as not all buildings are fitted with passenger lifts

8. Specific Resources used by the post

- 9.1 Vacuum cleaners/mops/general cleaning equipment/buffing machines/transit vehicle

9. Key Contacts and Relationships

- 9.1. **External** - Clients/Suppliers

- 9.2. **Internal** - Cleaning Service Managers/Cleaning Supervisor/FM Supervisor /FM Officers

10. Other Duties

- 11.1 To undertake additional duties as required, commensurate with the level of the job.



Other Information

- a) All staff must commit to Equal Opportunities and Anti-Discriminatory Practice
- b) The TDA operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any TDA or its client's buildings or enclosed spaces within the curtilage of buildings. Smoking breaks are not permitted within work time; however, in services where the flexi-scheme is in operation, employees may take reasonable break times outside of core hours, in accordance with flexi-time arrangements. Employees should follow the flexi-scheme procedure for agreeing time away from their duties in the normal manner with their immediate colleagues and line manager, with break start and finish times being recorded, as with any other break-time arrangement
- c) The post-holder is expected to familiarise themselves with and adhere to all relevant Policies and Procedures
- d) The post-holder must comply with Health and Safety requirements as outlined in the H&S policy appropriate to the role.
- e) This post is based in Torquay or Paignton or Brixham but the post holder may be required to move their base to any other location at a future date
- f) The post-holder must be committed to the TDA's Core Values for employees – "TDA employees are committed to being forward thinking, people orientated and adaptable – always with integrity". Evidence will be sought during the probation and appraisal processes
- g) If you are required to use a TDA vehicle, you will be asked to provide information on any driving endorsements which will be checked through www.gov.uk/view-driving-licence
- h) You will be asked to complete a Criminal Records Self Declaration Form. Criminal convictions will only be taken into account when they are relevant to the post. You will only be asked to disclose 'unspent' convictions

Person Specification

Note for Candidate

All Candidates

The supporting statement on your application form will be used to assess ability to meet the essential requirements of the role, so you should explain how you meet each of the numbered essential requirements within your supporting statement.

In a competitive situation, the desirable criteria may be taken into consideration, so you are encouraged to show how you also meet each of the desirable criteria.

Candidates who consider that they have a disability

Reasonable adjustments will be made to the job, job requirements or recruitment process for candidates with a disability.

If you consider yourself to have a disability you should indicate this on your application form, providing any information you would like us to take into account with regard to your disability in order to offer a fair selection interview.

Where ever possible and reasonable we will make adjustments and offer alternatives to help you through the application and selection process.

If you have indicated that you have a disability on your application form you will be guaranteed an interview if you clearly demonstrate in your supporting evidence how you broadly meet the essential requirements of the role.

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<p>Essential Skills and Effectiveness:</p> <ol style="list-style-type: none"> 1. Able to follow instructions 2. Able to communicate effectively with colleagues 3. Physically fit 4. Able to operate cleaning equipment safely 5. Able to maintain an orderly and safe working environment 6. Full UK driving license 	<p>Desirable Skills and Effectiveness:</p> <ol style="list-style-type: none"> 1. Be able to establish trust in relationships with clients 2. Able to develop and share knowledge and experience of the appropriate use of cleaning materials and equipment with other colleagues
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<p>Essential Knowledge:</p> <ol style="list-style-type: none"> 7. Awareness of health and safety and understanding of manual handling guidance 	<p>Desirable Knowledge:</p> <p>Knowledge and understanding of Control of Substances Hazardous to Health (COSH) regulations Knowledge of cleaning chemicals and supplies Familiarity with Material Safety Data Sheets</p>
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<p>Essential Experience/Achievements:</p> <ol style="list-style-type: none"> 1. Proven work experience as a cleaner 2. Ability to handle heavy equipment and machinery 	<p>Desirable Experience/Achievements:</p> <p>Proven work experience in cleaning roles</p>
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<p>Essential Qualifications/Professional Memberships:</p> <p>Secondary level education</p>	<p>Desirable Qualifications/Professional Memberships:</p> <p>Secondary level education</p>
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Essential – Other requirements of the job role

- Ability to travel efficiently around the Torbay in order to carry out duties
- Ability to accommodate unsociable hours