

## CANDIDATE SPECIFICATION



<b>JOB TITLE</b>	Cleaner	
<b>REPORTING TO</b>	Facilities & Maintenance Manager	
<b>DEPARTMENT/SUB DEPARTMENT</b>	Facilities	
<b>LOCATION</b>	Clevedon	
<b>OVERALL PURPOSE</b>		
To carry out various duties to ensure the general cleanliness and maintenance of all Ipeco Composites' working areas.		
<b>PRINCIPLE ACCOUNTABILITIES</b>		
<ul style="list-style-type: none"> <li>• Responsible for ensuring a high standard of cleaning and housekeeping is maintained in all areas, including but not limited to; factories, offices, canteens, kitchenettes, toilets, storerooms and external areas,</li> <li>• To ensure cleaning schedules are strictly adhered to,</li> <li>• To ensure factory floors and gangways are cleaned when required and the battery is charged and maintained on the floor washing machine,</li> <li>• To ensure floors are hoovered, swept, and mopped when required,</li> <li>• To ensure all internal and external waste bins are emptied daily, and the area around them is kept clean and tidy,</li> <li>• To empty the waste storage containers into the appropriate disposal area,</li> <li>• To regularly clean internal and external windows, doors and furnishings,</li> <li>• To replenish stocks of soaps and paper products,</li> <li>• To notify when stock levels of cleaning products need replenishing,</li> <li>• To ensure all external areas are kept clean and tidy including litter picking, weeding, emptying cigarette butt containers, and sweeping up debris,</li> <li>• To ensure all cleaning products are used in compliance with the relevant COSHH data,</li> <li>• To help create and maintain a safe working environment and observe the published Health &amp; Safety Policies and Procedures,</li> <li>• To report any concerns relating to cleaning, health, safety and / or welfare to the Facilities &amp; Maintenance Manager,</li> <li>• To adhere to Company Policies and Procedures,</li> <li>• Undertake training for the role where required,</li> <li>• To support team members with other tasks as and when necessary,</li> <li>• To carry out any other tasks where reasonable and relevant when required.</li> </ul>		
<b>QUALIFICATIONS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
GCSE English and Math's (or equivalent) at grade C or above.		✓

CANDIDATE SPECIFICATION



<b>EXPERIENCE/ SKILLS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Ability to undertake general cleaning to a high standard.	✓	
Basic understanding of COSHH, with respect to cleaning chemicals.	✓	
Experience of manual handling.	✓	
Previous experience in the same or similar role.	✓	
A full, UK driving license		✓
Ability to work independently while collaborating in a team environment	✓	
Ability to work under pressure and to deadlines	✓	
<b>PERSONAL SKILLS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Team Player	✓	
Strong Work 'Can-do' Ethic	✓	
Exceptional at building relationships	✓	
Excellent Customer Service skills	✓	
Strong attention to detail and time management	✓	
Exceptional Planning and Organisation skills	✓	
High awareness of Productivity and Quality	✓	
Excellent Communication skills	✓	
Flexibility	✓	
Takes responsibility for actions	✓	
Learn, apply, and improve	✓	