

CANDIDATE SPECIFICATION



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

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EXPERIENCE/ SKILLS	ESSENTIAL	DESIRABLE
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 within a manufacturing environment.		✓
A full, UK driving license		✓
Ability to work independently while collaborating in a team environment	✓	
Ability to work under pressure and to deadlines	✓	
PERSONAL SKILLS	ESSENTIAL	DESIRABLE
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	✓	