

CANDIDATE SPECIFICATION



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| 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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CANDIDATE SPECIFICATION



| 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 | ✓ | |