

Job Description & Person Specification



Job Title	Mobile Cleaning Operative
Division/Location	Barnsley
Reporting to	Area Supervisor / Area Manager
Weekly Hours	Casual
Grade/Salary	£9.30 per hour

Job Description
The Role:
To carry out specified cleaning duties of various designated Areas as defined by the Cleaning Supervisor ensuring that the necessary standards are met and operating in line with Client and Norse Policies and Procedures.
Main Responsibilities
<ul style="list-style-type: none"> • Carry out routine and non-routine (if applicable) cleaning duties in accordance with the cleaning specification. • Effective and safe use of cleaning equipment, chemicals and products as per the training received. • Carry out safe method of manual handling and safe use of step ladders after training. • Work safely so that the employee, colleagues, customers and members of the public are not put at risk. • Undertake specified training and development as required.
Other Duties
The duties listed are not exhaustive and may be varied therefore the post holder will be expected to undertake other duties as appropriate to the role and as requested by his/her line manager.

Our Values

You will be expected to promote and adhere to the workplace values of our organisation:

Quality – We will focus on the delivery of high standards in all that we do.

Innovation – We will have the courage and commitment to embrace new ideas and support different ways of working to ensure our services are delivered in the most effective way possible.

Respect – We will aim to listen and fully understand what is required of us by the people, organisations and communities with which we work.

Trust – We will be transparent, accountable and take ownership of our responsibilities.

Approval/Review Date			
Approved by Operations Director:		Date	
		:	
Approved by HR Director:		Date	
		:	

Person Specification			
Category	Requirement	Essential or Desirable	Assessment Method Application Form (AF) Interview (I) Test(T)
Qualifications/ Knowledge/ Training	Knowledge of Health & Safety Requirements	Desirable	AF/I
Experience	Previous cleaning experience.	Desirable	AF/I
Skills/Abilities	Able to work alone or part of a team.	Essential	AF/I
	Ability to accurately carry out verbal and written instruction.	Essential	AF/I
	Ability to follow Health and Safety instructions.	Essential	AF/I
	Good communication skills both written and verbal.	Essential	AF/I
	High standard of customer service.	Essential	AF/I
Other Requirements			

General
<p>Job descriptions are accurate at the time of compilation but are open to change and therefore will be subject to regular review.</p> <p>It is the individual's responsibility to take reasonable care for the Health, Safety and Welfare of themselves and others in accordance with the Health & Safety at Work Act (1974) and associated Company policy and procedures.</p> <p>The individual is required at all times to comply with the provisions of the Data Protection Act 2018 (DPA) and the General Data Protection Regulation (GDPR) and with any policy introduced by the Company to comply with the Acts.</p> <p>We are committed to employment practices and behaviours which encourage diversity, promote equality of treatment and eliminate unlawful and or unfair discrimination.</p>

Agreement			
Employee Name:		Date:	
Employee Signature:			

Approval/Review Date			
Approved by Operations Director:		Date	
Approved by HR Director:		Date	