

CANDIDATE SPECIFICATION



JOB TITLE	Cleaner/Handyperson	
REPORTING TO	Facilities Supervisor	
DEPARTMENT/SUB DEPARTMENT	Property/Facilities	
LOCATION	Southend on Sea/Shoeburyness	
OVERALL PURPOSE		
To carry out various duties to ensure the general cleanliness and maintenance of all Ipeco sites in Aviation Way and Shoeburyness.		
PRINCIPLE ACCOUNTABILITIES		
<ul style="list-style-type: none"> • To ensure all internal and external waste bins are emptied daily, • To empty CNC machine swarf trolleys into exterior swarf skips as required, • To ensure the area around the external swarf skips is kept clean and tidy, • To ensure the gangway floors are cleaned when required and the battery is charged and maintained on the floor washing machine, • To regularly clean the factory internal and external windows, doors and floor standing machine screens, • To empty the cardboard storage containers into the cardboard skip, • To notify when the stock levels of cleaning materials needs replenishing, • Be responsible for ensuring that a high standard of housekeeping is maintained in all areas including but not limited to, offices, kitchenettes, factory and storerooms, • To clean washroom areas and replenish stocks of soaps and paper products, • To ensure all cleaning products are only used in compliance with the relevant COSHH data, • To clean and restock vending machines as and when necessary, • To carry out basic factory maintenance as and when required, • Be responsible for ensuring all Health and Safety policies are adhered to, • Cover during the absence of all other cleaners/handyperson's and carry out duties to ensure cleanliness is maintained, • Carry out weekly Health and Safety and maintenance inspections when required, • Be responsible for the maintenance of external borders, paths and hedges, • To carry out any other tasks where reasonable and relevant when required. 		
QUALIFICATIONS	ESSENTIAL	DESIRABLE
GCSE English and Maths (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		✓
Experience of driving fork lift trucks		✓
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	✓	