

## CANDIDATE SPECIFICATION



<b>JOB TITLE</b>	Cleaner
<b>REPORTING TO</b>	Cleaning Supervisor
<b>DEPARTMENT/SUB DEPARTMENT</b>	Property/Facilities
<b>LOCATION</b>	Southend on Sea/Shoeburyness
<b>OVERALL PURPOSE</b>	
To carry out various duties to ensure the general cleanliness and maintenance of all Ipeco sites in Aviation Way and Shoeburyness.	
<b>PRINCIPLE ACCOUNTABILITIES</b>	
<ul style="list-style-type: none"> <li>• Responsible for ensuring a high standard of sanitation and housekeeping is maintained in all areas including but not limited to factory and storerooms,</li> <li>• To ensure cleaning schedules are strictly adhered to,</li> <li>• Undertake training for the role where required,</li> <li>• To ensure all internal and external waste bins are emptied daily,</li> <li>• To ensure the area around the external bins is kept clean and tidy,</li> <li>• To ensure the gangway floors are cleaned when required and the battery is charged and maintained on the floor washing machine,</li> <li>• To empty the cardboard storage containers into the cardboard baler,</li> <li>• To regularly clean the factory internal and external windows, doors and floor standing machine screens, workstations,</li> <li>• To notify when the stock levels of cleaning materials needs replenishing,</li> <li>• 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,</li> <li>• To replenish stocks of soaps and paper products,</li> <li>• To ensure all cleaning products are only used in compliance with the relevant COSHH data,</li> <li>• Be responsible for ensuring all Health and Safety policies are adhered to,</li> <li>• Cover during the absence of all other cleaners and carry out duties to ensure cleanliness is maintained,</li> <li>• Report to the Facilities Supervisor any concerns relating to Health and Safety or welfare,</li> <li>• To carry out any other tasks where reasonable and relevant when required.</li> </ul>	

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QUALIFICATIONS	ESSENTIAL	DESIRABLE
GCSE English and Maths (or equivalent) at grade C or above	✓	
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	✓	