# 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 and Shoeburyness.  |
| **PRINCIPLE ACCOUNTABILITIES**  |
| * Responsible for ensuring a high standard of cleaning and housekeeping is maintained in all areas including but not limited to factory, storerooms and external areas.
* To ensure cleaning schedules are strictly adhered to.
* To ensure all internal and external waste bins are emptied daily and the area around them are kept clean and tidy.
* To ensure the factory floor and gangways are cleaned when required and the battery is charged and maintained on the floor washing machine.
* To empty the cardboard storage containers into the cardboard skip.
* To regularly clean internal windows, doors and furnishings.
* To ensure floors are hoovered, swept and mopped where needed.
* To ensure toilets are cleaned and all soaps and paper products are replenished regularly.
* Be responsible for ensuring a high level of house keeping is maintained in all areas including but not limited to offices, canteens, kitchenettes, factory and storerooms.
* To ensure all external areas are kept clean and tidy including litter picking, weeding, emptying cigarette butt containers and sweeping up debris.
* To notify supervisor when stock levels of cleaning products need replenishing.
* Cover during the absence of all other cleaners and carry out duties to ensure cleanliness is maintained.
* To ensure all cleaning products you use are used in compliance with the relevant COSHH data.
* Be responsible for ensuring all company health and safety polices are adhered to.
* Report to supervisor any concerns relating to cleaning, health and safety or welfare.
* To carry out other tasks where reasonable and relevant when required.
* To ensure organisations policies and procedures are adhered to.

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 Form H122-3

# CANDIDATE SPECIFICATION

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| **QUALIFICATIONS**  | **ESSENTIAL**  |  **DESIRABLE**  |
| GCSE English and Math’s (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, clean 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  |   |   |

 Form H122-3