# 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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| **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 |  |  |

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