

CANDIDATE SPECIFICATION



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	
<ul style="list-style-type: none"> • 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	✓	