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| 1.1 |  | Job Details |
|  | Job Title | **Day Janitor** |
|  | Business Unit/Division | Healthcare and Education |
|  | Department | Education |
|  | Location | Haberdasher’s Schools, Hatcham College, 135 Pepys Road, London, SE14 5SF |
|  | Hours  Responsible to | Mon – Fri / 10:00am –1:00pm = 15hrs a week  Mobile Cleaning Supervisor |

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| 1.2 | Purpose of the Role |
| To carry out all cleaning duties as instructed by the Mobile Cleaning Supervisor in accordance with the work schedule for your area. To always achieve a consistent standard of cleanliness and appearance throughout the building. To ensure that standards are being met. | |
| **Health & Safety Purpose:** To take a direct interest in the health and safety of yourself and others who may be affected by your work activities. | |

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| 1.3 | Main Duties & Responsibilities of the Role |
| 1.3.1 | To turn up to work on time and be ready to start your shift at the required start time. |
| 1.3.2 | To follow IMPACT training standards. IMPACT is a cleaning standard and training to this standard will be provided. Specialist areas such as technical workshops, studios, theatres, will have specific cleaning requirements which must be adhered to. |
| 1.3.3 | * Cleaning of all hard and soft floors including machine scrubbing, buffing of floors, vacuuming carpets on a scheduled and ad hoc basis. * Cleaning of walls, panel walls, doors and fittings. * Cleaning lifts. * Emptying of domestic waste and recycling bins and removal to dedicated waste stream locations. * Cleaning of furniture and fittings. * Cleaning of toilets/washrooms/showers and replenishing soap and toilet rolls. * Cleaning of tea points/kitchens. * Cleaning of Cleaners cupboards. * Polishing wood / metal furniture and metal brightwork. * Additional specialist emergency cleans, when instructed. * Cleaning of spillages and any everyday emergency cleans. |
| 1.3.4 | To be courteous to staff, visitors, service users & team members. |
| 1.3.5 | To take responsibility for all: cleaning materials, consumables, equipment & machinery used and put them away tidily at the end of your shift. |
| 1.3.6 | To ensure you are always present in your place of work. |
| 1.3.7 | To develop a good knowledge of the site you are working in to enable efficient working practices. |
| 1.3.8 | To understand the site’s working pattern so you do not conflict with the site’s daily working pattern. |
| 1.3.9 | To uphold the company core values: Trust, Respect, Unity & Empowerment at all times. |
| 1.3.10 | Attend all training courses as required by the company. |
| 1.3.11 | Comply with all company policy, procedure, and training always. |
| 1.3.12 | Always comply with uniform policy to include plain black, closed toe shoes. |
| 1.3.13 | Always comply with the company social media policy. |
| 1.3.14 | To maintain company, and client confidentiality always. |
| 1.3.15 | To carry out any other reasonable requests from the company. |

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| 1.4 | Health & Safety Duties | |
| 1.4.1 | Ensure that the OCS safety image is reflected positively through your actions. | |
| 1.4.2 | Ensure that you have received the necessary training so that you can competently carry out your duties and responsibilities. Acknowledge and accept a personal responsibility for safety. | |
| 1.4.3 | Take responsibility for reviewing the safe system of work prior to the commencement of the work activity. | |
| 1.4.4 | Take responsibility for ensuring that equipment is maintained and fit for purpose. | |
| 1.4.5 | Raise any concerns over Health & Safety breaches in accordance with Company Procedure. | |
| 1.4.6 | Group Safety Support: You will be required to work closely with the Group Health and Safety team who are available to provide safety advice and support. Furthermore, you will be required to ensure that safety initiatives are implemented within your areas of control. | |
| 1.4.7 | Participate in any communication activities through formal and informal channels on safety matters to ensure that there is a free flow of ideas. | |
| 1.5 | Contract / Client Specific requirements / duties | |
| 1.5.1 | Enhanced DBS Certificate | Is required prior to commencement of work. OCS will pay for this. |
| 1.5.2 |  |  |
| 1.5.3 |  |  |

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| 1.6 | Critical Performance Measures (CPMs) / Objectives |
| 1.6.1 | Punctuality |
| 1.6.2 | Attendance |
| 1.6.3 | Quality of work |
| 1.6.4 | Reliability |
| 1.6.5 | Health and Safety compliance |
| 1.6.6 | Positive “can do” attitude |
| 1.6.7 | Maintain company and client confidentiality |

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| 2.1 | Educational Level |
| No specific requirements | |

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| 2.2 | Professional Qualifications |
| No specific requirements | |

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| 2.3 | Experience |
| Cleaning experience within an educational environment desired but not essential as full training will be provided. | |

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| 2.4 | Personal Characteristics/Attributes for the role |
| * + 1. The ability to be able to communicate effectively in English (written and spoken).     2. Ensure personal appearance and presentation including uniform is always maintained   at a high standard.   * + 1. High standards of personal hygiene are expected and always required. | |

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| 2.5 | Personal Characteristics/Attributes for the health & safety aspects of the role |
| * + 1. Ability to follow policy and procedures.   2.5.2 Willingness to bring concerns to corporate attention via prescribed channels. | |

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| 2.6 | Core Skills | Rating (\*) | Assessment Tool |
| 2.6.1 | Focusing on the Customer | 5 |  |
| 2.6.2 | Achieving Results | 5 |  |
| 2.6.3 | Problem Solving | 3 |  |
| 2.6.4 | Team Working | 5 |  |
| 2.6.5 | Communicating & Influencing | 4 |  |
| 2.6.6 | Developing People | 1 |  |
| 2.6.7 | Specialist Skills – *Please specify* | 1 |  |

*(\*) Ratings from 1 to 5. Where “1” indicates that the core skill is least relevant to the role and “5” indicates a core skill which is fundamental to the role*

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| 2.7 | Other Details |  | |
| Driver's License | | Yes | No x |
| Flexible Working | | Yes x | No |
| *If yes, please specify:* *when required to cover absences and any additional cleaning requirements.* | |
| Other | | This position requires a DBS clearance at Enhanced Level and may be exempt from the rehabilitation of offenders Act (1974).  This position may require an occupational health screening appointment and subsequent health inocculations. | |

## REVISIONS:

## The Company reserves the right to alter these responsibilities and you will be advised of any change through the normal method of communications.

***AGREEMENT:***

I confirm that I have read and agreed with the responsibilities specified within Section 1: Description of the role.

*Signature* *Date*

*(Individual Job Holder)*

*Signature* *Date*

*(Line Manager)*

*Signature* *Date*

*(Divisional / Group HR Director)*