

# JOB DESCRIPTION



|               |           |
|---------------|-----------|
| JOB TITLE     | Janitor   |
| DATE          | June 2026 |
| DIVISION      | Public FM |
| SITE / OFFICE |           |
| REPORTS TO    |           |

## ROLE OVERVIEW

We are currently recruiting for a Janitor to join our passionate and driven team at our client's site. This is an excellent opportunity for someone looking to build a long-term career within a leading facilities management business, with opportunities for progression and development.

Due to the sensitive nature and confidential location of this site, successful candidates will be required to complete pre-employment screening checks before an offer can be confirmed. Our team will support you throughout this process to ensure it is completed as efficiently as possible.

## KEY TASKS & RESPONSIBILITIES

- Maintain high standards of cleanliness across the site, including work areas and communal spaces.
- Carry out cleaning duties such as vacuuming, sweeping, mopping floors and emptying bins.
- Ensure all areas are kept tidy, safe and presentable at all times.
- Provide assistance to customers and site users when required, delivering excellent customer service.
- Complete all relevant Health & Safety documentation and records accurately.
- Attend mandatory training courses and comply with all site procedures and policies.
- Report any maintenance issues, hazards or concerns to management.

## QUALIFICATIONS, SKILLS & EXPERIENCE

- Must have Right to Work in the UK and willingness to undertake a DBS.
- You are customer-focused and take pride in delivering a high-quality service.
- You can work effectively both independently and as part of a team.

- You have good communication skills and can engage positively with colleagues, customers and visitors.
- Basic technology skills are desirable, as the role requires the use of a mobile phone and associated applications.
- Previous cleaning or janitorial experience is advantageous, although full training will be provided.

## WORKING ARRANGEMENTS

This position will be based at <site/location>, working <shift pattern / hours>.

## ACCEPTANCE OF ROLE

Revisions:

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

AGREEMENT:

I confirm that I have read and agree with the responsibilities specified within the Key Tasks and Responsibilities Section of this job description

Name:

(Job Holder)

Signature:

Date:

Name:

(Line Manager)

Signature:

Date: