

JOB DESCRIPTION



JOB TITLE	Cleaner
DATE	May 2026
DIVISION	Public FM
SITE / OFFICE	
REPORTS TO	

ROLE OVERVIEW

As a Cleaner, you will play an important role in maintaining a clean, safe and welcoming environment for our clients, colleagues and visitors across OCS sites. You will deliver high standards of cleaning and hygiene in line with agreed specifications, health & safety requirements and company values.

This role is responsible for carrying out day-to-day cleaning activities, ensuring that all assigned areas are kept to a consistently high standard, while providing a professional and customer-focused service at all times.

KEY TASKS & RESPONSIBILITIES

- Carry out general cleaning duties in line with site requirements, including vacuuming, mopping, dusting, wiping surfaces and emptying waste
- Clean welfare areas, offices, corridors, washrooms and other designated areas to the required standard
- Replenish consumables such as toilet paper, hand towels and soap where required
- Follow all health & safety, COSHH and cleaning procedures at all times
- Use cleaning equipment and materials safely and correctly
- Report any maintenance issues, damages or hazards to the appropriate supervisor
- Work efficiently to complete tasks within agreed timescales
- Maintain a professional and courteous approach when interacting with customers, clients and colleagues
- Support site-specific cleaning requirements as directed by your manager

QUALIFICATIONS, SKILLS & EXPERIENCE

- Right to Work in the UK and willingness to undergo a DBS check.

- Previous cleaning experience in a commercial, public sector or similar environment (desirable but not essential)
- A good understanding of cleaning methods, equipment and materials
- Awareness of health & safety and hygiene standards
- Ability to work independently and as part of a team
- Good attention to detail and a pride in delivering high standards
- Reliable, punctual and flexible approach to work
- Ability to follow instructions and procedures effectively

Desirable:

- Experience working within Facilities Management (FM) or contracted cleaning services
- Knowledge of COSHH or safe use of cleaning chemicals (training can be provided)

WORKING ARRANGEMENTS

This <permanent / part-time / full-time> 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: