

JOB DESCRIPTION

JOB TITLE	Janitor
DATE	July 2025
DIVISION	Healthcare & Education (SEF)
SITE / OFFICE	Designated Region – SEF
REPORTS TO	Cleaning Manager

ROLE OVERVIEW

This recruitment campaign is being managed by **OCS Group UK** on behalf of **Sussex Estates and Facilities LLP (SEF)** - which is a partnership formed between OCS and the **University of Sussex**. SEF is the direct employer for this role and is responsible for delivering facilities management services across the University of Sussex estate.

OCS is proud to partner with the University of Sussex in this long-term collaboration. With a workforce of over 50,000 colleagues and a turnover exceeding £2 billion, OCS is a market leader in delivering innovative and award-winning services across facilities management, including hard services, cleaning, security, and catering. These strengths underpin our commitment to excellence in the SEF partnership.

Our shared mission is to enhance the University campus by ensuring it operates smoothly and efficiently, aligning with the University's values and commitment to sustainability. Together, we are dedicated to making the campus a better place for students, staff, and the broader community. The partnership is built on the core values of **Trust, Respect, Unity, and Empowerment**, guiding how we work and deliver services.

Please note: The employing organisation for this role will be Sussex Estates and Facilities LLP.

Sussex Estates and Facilities (SEF) is recruiting for Janitors to provide exceptional, high-quality customer service to students, staff, and visitors, while supporting day-to-day facilities services—primarily cleaning. The Janitor is responsible for maintaining a high standard of cleanliness within the Academic Buildings in line with the Service Level Agreement.

KEY TASKS & RESPONSIBILITIES

- Clean academic buildings to a high standard.
- Follow instructions from the Cleaning Supervisor efficiently and professionally.
- Use cleaning equipment and materials safely and correctly.
- Replenish janitorial supplies in lavatories (toilet tissue, hand towels, soap).
- Empty general and recycling waste bins.
- Perform cleaning tasks such as sweeping, vacuuming, polishing, and dusting.
- Operate deep cleaning machines (e.g., floor buffers, carpet machines).
- Provide excellent customer service.
- Adhere to health and safety regulations.
- Collect and return security keys safely.
- Report building defects and incidents to the supervisor.
- Report welfare concerns as needed.
- Support a positive student experience.
- Maintain a tidy and stocked meeting point.
- Handle deliveries of cleaning products and equipment.
- Respond to reactive cleaning needs (e.g., spillages).

QUALIFICATIONS, SKILLS & EXPERIENCE

- Ability to understand written and verbal instructions.
- Effective communication with customers, visitors, and colleagues.
- Ability to use cleaning equipment.
- Capable of working independently and as part of a team.
- Awareness of confidentiality issues.
- Basic knowledge of COSHH and Health & Safety.
- Previous cleaning experience (essential).
- Experience in a higher education environment (desirable).
- NVQ Level 1 or 2 in Cleaning Science or BICS (desirable).

CORE EXPECTATIONS

- Reliable, punctual, self-motivated, and takes pride in work.
- Willingness to work additional hours when required.
- Committed to high standards of customer service.
- Physically able to move loads up to 15kg in line with health and safety guidelines.

Operational needs

- Work Monday to Friday (exact hours not specified).
- Maintain flexibility to support operational demands, especially during peak periods like summer vacation.

Health & Safety:

- Follow all Group and company health and safety policies and procedures.
- Report deficiencies in systems or equipment that may pose risks.
- Use all work equipment and PPE correctly and as trained.
- Report issues or training needs to the line manager or via the incident reporting system.

working arrangements

Monday to Friday (exact hours not specified).

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: