# Role Specification

## Section 1 – Job Description

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| 1.1 | Job Details | |
| Job Title | | Litter Picker/Cleaning Operative |
| Business Unit/Division | | B&I JLR |
| Location | | Jaguar Land Rover |
| Responsible to | | Sharon OHara – Cleaning Manager |
| Salary | | £12.44 per hour |

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| 1.2 | Introduction and overall purpose of the role | |
| To keep external areas clean and tidy on a daily basis.  Litter picking and sweeping of entrances and pathways on a daily basis.  Routine deep cleaning of hard areas.  Keep drain areas free from leaves and other debris.  You must lead by example and will be able to demonstrate a strong cleaning knowledge base.  Reactive cleaning of offices and workshops to a high specified standard including toilets, kitchenettes and any other areas instructed by your supervisor.  To ensure that an effective cleaning service is provided to the client.  To liaise with Client & Client Contacts in order to meet their expectations on the specified service.  To work as part of a team and use initiative to complete cleaning duties to a set standard.  Follow instructions from your Supervisor and Manager, ensuring the correct company policy and procedures are always upheld. | | |
| 1.3 | Main Duties & Responsibilities of the Role | |
|  | To keep external areas clean and tidy on a daily basis. | |
|  | Litter picking and sweeping of entrances and pathways on a daily basis. | |
|  | Sweeping/cleaning of hard areas and drains. | |
|  | The regular completion of quality audits and reports as per company specification. | |
|  | Understand, practice, and always promote the importance of Health & Safety procedures and policies. | |
|  | Always adhere to company policies and procedures. | |
|  | To review work schedules alongside your Cleaning Supervisor. | |
| 1.4 | Scope of the Role | |
|  | Geographic area of responsibility: | Jaguar Land Rover |
|  | Turnover: | N/A |
|  | Total number of employees: | N/A |
|  | Expenditure authorisation level: | N/A |

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| 1.5 | Health & Safety accountabilities |
|  | Communicate regularly with colleagues through formal and informal channels on safety matters to ensure that there is a free flow of ideas and that morale remains high. |
|  | Ensure that the OCS safety image is reflected positively through your actions and those of your colleagues. |
|  | Ensure that personal H&S competence and skill level is maintained i.e. attended Managing Safety programme and other Company safety events. |
|  | Take responsibility for ensuring that plant and equipment is maintained and fit for purpose. |
|  | Ensure that work activities are properly managed and supervised. |

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| 1.6 | Critical Performance Measures (CPMs) / Objectives |
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# Role Specification *(continued)*

## Section 2 – Person Specification

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| 2.1 | Educational Level |
| * GCSE or equivalent preferable | |

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| 2.2 | Professional Qualifications required for the job - (particularly for compliance purposes or technical requirements of the role) |
| * BICs cleaning qualification or equivalent is also desirable, but not essential | |

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| 2.3 | Experience – previous experience – desirable/essential for technical competence of the role |
| * Previous experience in a cleaning environment. * Previous experience of managing a team and demonstrate the ability to implement and adhere to standards and procedures, in relation to Health & Safety. | |

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| 2.4 | Personal Characteristics/Attributes |
| * Possess good interpersonal skills. | |

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| 2.5 | Core Skills | Rating (\*) | Assessment Tool |
|  | Focusing on the Customer |  | 111 |
|  | Achieving Results |  |  |
|  | Problem Solving |  |  |
|  | Team Working |  |  |
|  | Communicating & Influencing |  |  |
|  | Developing People |  |  |
|  | Specialist Knowledge (Please Specify) |  |  |

(\*) Ratings from 1 to 5. Where “1” indicates that the core skill is not relevant to the role and “5” indicates a core skill which is fundamental to the role

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| 2.6 | Other Details |  | |
| Drivers Licence required | | Yes | |
| Flexible Working | | Yes |  |
|  | |
| Other | |  | |

# Role Specification

## Section 3 – Acceptance of role

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 HR / Group HR Director)*

*(Divisional / Group HR Director)*