

JOB TITLE	Relief Cleaner
DATE	Sept 2026
DIVISION	Security
SITE / OFFICE	
REPORTS TO	

ROLE OVERVIEW

As a Relief Cleaner, you will support the delivery of a clean, safe and hygienic environment across OCS client sites. This role is ideal for individuals looking for flexible, ad-hoc work, providing cover for holidays, sickness, peak periods or additional cleaning requirements.

You will carry out a range of cleaning duties to a high standard, ensuring all assigned areas are maintained in line with agreed specifications, health & safety requirements and OCS values.

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

QUALIFICATIONS, SKILLS & EXPERIENCE

- Right to Work in the UK and willingness to undergo a DBS check.
- Previous cleaning experience (desirable but not essential as full training can be provided)
- An understanding of basic cleaning standards and hygiene practices
- Ability to work reliably and independently when required
- Good attention to detail and a commitment to high standards
- A flexible approach to working hours and locations
- Dependable and punctual attitude

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 is a multi-site role, requiring flexibility to support operational needs around <sites/location>, shift patterns will vary depending on site requirements.

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: