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| **JOB TITLE**: | In-House Cleaner |
| **DEPARTMENT**: | Estates |
| **COMPANY:** | Brett Trading Limited |
| **LOCATION**: | Robert Brett House, Ashford Road, Canterbury, CT4 7PP |
| **REPORTS TO**: (Job Title of immediate supervisor) | Nigel Fisher |
| 1. **ORGANISATION:** (Show where this job fits in the organisation)   **Chairman**  **Group Estates Manager**  **Cleaner**  **Receptionist**  **Estates Administrator**  **Estates Surveyor**  **Land**  **Manager**  Administrator | |
| 1. **RESOURCES:**   Budget(s) Controlled/Influenced: N/A  Number of Direct/Indirect Subordinates: N/A  Plant/Equipment Responsible For: Cleaning equipment and products  Key Internal/External Contacts: Brett Group staff and visitors. | |
| 1. **PURPOSE OF THE JOB**: (What is the main reason for this job to exist? How does it add value to the Company?)   Provide a professional cleaning service ensuring all areas within the offices are clean, safe and presentable. A high level of service is required not only for other employees but also for those visiting the premises as the upkeep and cleanliness of the facilities reflects how the company conducts its business and for many, it will be their first impression of the organisation. | |
| 1. **MAIN RESPONSIBILITIES/TASKS**: (What will the Job Holder actually do?)   Responsibilities/Tasks:  This list is not exhaustive.   1. Provide a professional cleaning service to all areas within the building including offices, meeting rooms, circulation spaces, kitchens and toilets. 2. Using the in-house developed cleaning schedule as guidance ensure areas are cleaned and sanitised at suitable intervals. 3. Following in-house safety measures including the safe use of chemicals in accordance with COSHH Regulations to ensure the safety of yourself along with others affected by your actions. 4. Ensure supplies such as soap, paper towels and toilet paper are replenished. 5. Inspecting work equipment prior to using it and reporting any defects as necessary. 6. Reporting potential hazards and maintenance requirements identified in the workplace. 7. Helping the company meet its sustainability objectives by ensuring waste is correctly disposed and reporting incidents of incorrect use of bins by employees. 8. Assisting with the overall safety and security of the premises by locking windows and closing doors as works progress. | |
| 1. **PERSON SPECIFCATION**   Essential:  Minimum of six months experience in a similar role.  Ability to work independently and in an organised manner with minimal supervision.  Reliable and punctual. Able to arrive on time every day and ready to complete the shift within the given timeframe.  Good attention to detail is needed to ensure all areas are cleaned thoroughly to a high standard.  Desirable  Any relevant COSHH training or qualifications awarded by The British Institute of Cleaning Science. | |