



# Operations

Commercial



United in Purpose

**Global Job Title** Cleaner 1**Discipline** Facilities**Sub Discipline** Cleaning**Role Purpose**

Carry out all basic cleaning duties in and around residences, office buildings, retail, leisure, and other estate facilities.

At this level, works under supervision, performing routine or repetitive operations. Carries out work as instructed or demonstrated and involving the repetition of simple and/or regular activities.

**Key Responsibilities and Accountabilities**

1. Clean floors and rooms. including dust mopping, damp mopping, sweeping, vacuuming, dusting, picking up larger objects off the floor, empty refuse/rubbish/trash and replaces liners and spot cleaning glass and windows.
2. Clean restrooms, including restocking dispensers, empty rubbish, clean and sanitise fixtures, clean mirrors, spot clean partition doors and walls, sweep and mop tile floors and clean toilets and urinals.
3. Set up, stock, carry out routine maintenance and cleaning of equipment and supplies.
4. Monitor and maintain sanitation and organisation of assigned areas, for example reset tables and chairs in offices and common rest areas.
5. Transport dirty linen to correct area to be cleaned and restock areas with clean linens.
6. Assists other departments when needed to ensure optimum service to delegates, users, and guests.
7. Ensure all planning, project, production documentation and records are completed in accordance with standing instructions.
8. Undertake all duties and activities in accordance with the SHEQ Policy and in compliance with company Code of Conduct at all times.

### **About this Role**

This is the entry level for cleaning jobs. At this level requires no previous experience.

At this level, the cleaner follows a process or work sheet and performs work as laid out and set out by others. Follows instructions from other more experienced workers.

The work often requires the cleaner to work independently and in facilities where there is no support or co-workers. Where difficulties arise the cleaning team leader is available by phone, is nearby and can offer help and assistance.

At this level capability and competency is reached following a short period of demonstration.

Full capability and competency are reached after a short period of a few days or weeks on the job.