

Job Profile Cleaning Operative

(COGFMMAR2010)



TODAY, WE BROUGHT INVALUABLE

SUPPORT TO THE TEAM

WHAT WILL YOU DO TOMORROW?

Job Title	CLEANING OPERATIVE
Reporting to	Soft Services Manager
No. Reports	None
Business/ Division	Facilities Management
Location	Clare House
Contract Type	Full-time - FTC for 2 months
Salary	Negotiable

Job Summary

GRAHAM FM is one of the leading providers of property related Asset Management. It provides a full range of property management services to both the public & private sectors. Due to the success & expansion of the business, we are looking for an enthusiastic, innovative, dynamic individual who will contribute to the team meeting challenging business targets.

Reporting to the Soft Services Manager, the candidate will be responsible for cleaning. The individual will work as part of the Facilities Management Team but must demonstrate ability to work on own initiative.

Job Description

The Cleaning Operative shall:

- Sweep, suction clean, mop, dry buff, spray clean, spray wax, machine scrub & dry, strip & re-polish floors using appropriate equipment.
- Clean & remove stains of soft floor surfaces (carpets / matting) using the appropriate cleaning method.
- Clean toilets & shower areas including the fixtures & fittings.
- Clean, wash & dust ledges, walls, fixtures, fittings & internal surfaces. Polishing furniture where appropriate.
- Empty & clean internal litter bins & remove litter to the designated collection points.
- All duties must be carried out to comply with:
 - The H&S at Work (NI) Order 1978;
 - Acts of Parliament, Statutory Instruments & Regulations & other legal requirements;
 - The COSHH Regulations;
 - Codes of Practice
- All duties will be carried out in the working conditions normally inherent in the particular job.
- Cover colleagues on sick leave in line with the Graham FM procedures.
- Absence must be reported in line with Graham FM procedures & the relevant forms must be completed & signed by the Cleaning Supervisor.
- When carrying out cleaning duties, protective clothing or work wear issued must be worn.
- Flat-soled enclosed-toe footwear should be worn when carry out cleaning duties.
- Any cleaning equipment issued must be used & cared for in an appropriate & safe manner, with any defects being reported immediately.
- All necessary paperwork must be completed.
- Duties will be carried out for all jobs, provided all such duties are within the competence of the employee.

- Employees will carry out training to facilitate the undertaking of reasonable duties. The training to include:
 - Induction training
 - Refresher training
- Any other reasonable duties required by the Facilities Manager to ensure the effective & efficient delivery of the contract.

This job description is intended to give the post holder an appreciation of the role envisaged for the Reprographic Operative & the range of duties to be undertaken.

It does not attempt to detail every activity. Specific tasks & objectives will be agreed with the post holder at regular intervals.

Person Specification

Technical Competencies

Essential

Demonstrate previous experience in a similar role

Desirable

BICs qualifications

Behavioural Competencies

Effective Communication Skills: Able to maintain & manage communication links with a variety of stakeholders. Presents a professional image & promotes the brand.

Initiative: Is able to work alone to get results in an effective way. Understand & seeks to minimise waste in resources & processes. Adopts & encourages others to adopt new ways of working.

Team Player: Always willing to be involved in other activities to achieve company objectives. Works collaboratively & uses influence to gain resolution of issues. Demonstrates honesty, loyalty & commitment.

Please apply by either contacting Dorothy Lynas, HR Dept, on 028 9046 1821, by email to dorothy.lynas@graham.co.uk or by downloading an application form below.

[CLICK HERE TO DOWNLOAD APPLICATION FORM](#)

Quote Reference No: COGFMMAR2010

Closing Date: Friday 12th March 2010 at 4pm