

Operations and Venue Management

# Casual Cleaning Operative

REPORTS TO: Cleaning and Waste Manager

DIRECT REPORTS: NA

## **JOB PURPOSE**

To maintain the cleanliness of the campus through the day-to-day operations.

## **MAIN DUTIES AND RESPONSIBILITIES**

- To follow the routine cleaning schedule for areas to be cleaned throughout the ACC Liverpool campus.
- Clean all specified areas within the allocated time to the standard required using the Halo system to sign off each area.
- Demonstrate full working knowledge of all cleaning equipment and materials.
- Use, handle and store equipment correctly and safely at all times
- To comply with the workplace regulations for COSHH and where appropriate, wear the correct PPE for tasks.
- Report any defects or faulty equipment via the Halo system.
- To keep all areas fully stocked at all times.
- To be resourceful, ensuring consumable waste is kept to a minimum.
- To fulfil the role of an event cleaning operative as and when required, ensuring all event spaces are cleaned to the highest possible standard.
- To perform window cleaning services across the campus, both internal and external.
- To undertake cleaning of the cladding located around the external of building.

## GENERAL

- To adhere to The ACC Liverpool Group's Health and Safety policies and procedures and to observe a duty of care to all visitors, staff and contractors to ACC Liverpool.
- To undertake any other duty commensurate with this post as determined by your manager.
- This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.
- It is inevitable over time that the emphasis of this job will change, therefore this information will be periodically reviewed, revised and updated involving the post holder.

Signed by Employee:

Date:

Signed by Line Manager:

Date: