

The **acc** Liverpool Group

# THE ACC LIVERPOOL GROUP

## Job Description & Role Profile



Operations and FM

# 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 contribute to the success of our One Team culture to deliver our aims and objectives, maintaining a flexible and positive attitude.
- 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.

## ROLE PROFILE

ATTRIBUTES	DESCRIPTION	ESSENTIAL/ DESIRABLE	HOW MEASURED
<b>TRAINING &amp; QUALIFICATIONS</b>	COSHH awareness Manual handling certificate	Desirable Desirable	I A
<b>EXPERIENCE</b>	Demonstrable experience of sector workings Demonstrable experience cleaning practices	Desirable Desirable	I A
<b>SKILLS &amp; KNOWLEDGE</b>	Awareness of health and safety Ability to work under pressure and use own initiative Ability to work as part of a team Excellent customer service skills	Essential Essential Essential Essential	I A
<b>KEY ATTRIBUTES</b>	Pragmatic Resilience Confidence	Desirable Essential Desirable	I A

**Key for How Measured:**

I - Interview

P - Presentation

A - Application

E - Exercise

T - Test

AC - Assessment Centre

CS - Case Study

Signed by Employee:

Date:

Signed by Line Manager

Date