**Job Code Cleaner**

**Reporting to:** Site Manager

**Purpose:** Cleaning of the site compound

**Achieving Results**

* Site office and canteen presentation
* Liaison with site
* Working in the safe manner all the times

**Managing the Process**

* Maintaining the presentation and condition of the compound arena.
* Daily Cleaning requirements to the site compound area, inclusive of:
* Vacuum Carpeted Floors
* Brush & Mop vinyl/hard surface floors e.g Canteen, Kitchen, Toilets, Boot room & Meeting Room Floors
* Wipe down all surfaces, work desks, food preparation and eating surfaces
* Rinse off dishes, cups and cutlery and load/unload the site dishwasher
* Clean and Bleach all sink/shower and toilet units in the Site & Office staff toilets
* Internal cleaning of all windows
* Maintain, monitor & replenish cleaning equipment, toilet rolls, paper towels and all other cleaning accessories required
* Maintain overall cleanliness of the site compound area
* Empty all waste disposal bins and reline

**Serving the Customer (Internal and External)**

* Being an ambassador for Lovell at all times.

**Delivering Quality**

* Monitor the quality of work to ensure compliance with Company quality standards.
* Ensure sales arena is kept tidy and presented in a clean and tidy manner.
* Maintaining a safe working environment.

**Managing People**

**Comply with Lovell Policy and Employment Legislations, relating to;**

* Health, Safety and Welfare

**Regularly Communicate**

* Carry out daily / weekly / monthly communication with site managers and their teams

**Technical Skills and Knowledge**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Basic** | **Intermediate** | **Advanced** |
| Knowledge of NHBC Regulations |  |  |  |
| Knowledge of Building Regulations |  |  |  |
| Knowledge of good trade practice |  |  |  |
| Understanding of quality standards |  |  |  |
| Knowledge of Health and Safety Regulations |  |  |  |

|  |
| --- |
| **Training Matrix** |

A training matrix for this role, which includes all the compulsory training which is required, is published on the People Development site in INSITE. Full course descriptions explaining the content of these courses are also available on INSITE.