

Clearly Drinks	Position Description	Nº ISO	
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	Cleaner	Date	April 2023
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## Overview

Position title: Cleaner  
 Department: Office  
 Position title Manager: Office Manger & PA to the Board of Directors  
 Position title direct reports: Zero  
 Location: Sunderland

## Description Summary

The main responsibilities of this role will be to ensure that our new, expanded manufacturing operation maintains its shiny sparkle and that it remains presentable to our clients at site visits and audits/inspections. However, there may be opportunities to be involved in other parts of the business, for example holiday cover, or when undertaking deep cleans.

## Responsibilities

- Sweeping, vacuuming, and mopping floors
- Clean building by emptying waste segregation bins, servicing toilets, and wiping down communal surfaces.
- Deep clean all designated areas on a regular basis.
- Cleaning windows and frames
- Dusting skirting boards
- Cleaning meetings rooms/offices
- Ensure walkways remain clear of debris
- Notify appropriate personnel of any repairs required
- Use and dispose of all cleaning products/solutions appropriately
- Ensure safety of others when cleaning by displaying appropriate signage and storing equipment appropriately

## Knowledge, Skills & Experience

- Cleaning experienced preferred
- Willingness to live and breathe the company values

## Values

- Seek to achieve and maintain the highest level of excellence in the products we provide for our customers – Customer First
- Embraces fresh ideas to drive improvements – Be the Best
- Builds and maintains strong networks across the business – Stronger Together

	Editor	Reviewed	Approved
Name	Heidi Mason		
Function	HR		
Date	April 2023		

- Capitalises on their knowledge of suppliers and the marketplace, acting in the best interests of the business – Make It Happen
- Is keen to make a difference through increasing awareness of environmental impacts and performance both locally and the environment as a whole – Socially Responsible

## **General**

- To take responsibility for the health, safety, and welfare of yourself. Actively follow the Company's Health and Safety Policy, procedures, and safe systems of work
- Actively follow the Company's Environmental Policy and procedures and play your part in the achievement of environmental initiatives
- Be responsible for your quality of work and ensure that any quality checks required are carried out. Seek support as necessary
- To observe and continually promote equal opportunities and diversity
- To undertake all reasonable training activity designed to support you in your role
- To gain an understanding of the company's products
- To note, understand and comply with the Company policies and procedures. These documents will be available on People HR and available to sign independently.
- To undertake any such other reasonable duties within your skillset as may from time to time be required by your manager