

South Downs Leisure

IDENTIFICATION OF JOB

JOB TITLE	-	Cleaning Operative
DEPARTMENT	-	Operations
TEAM	-	Cleaning
WORKING BASE	-	Southwick leisure centre
RESPONSIBLE TO	-	Cleaning Operative

OVERALL PURPOSE OF JOB

Be an integral part of the cleaning team, ensuring the daily cleaning requirements are met in full. Provide support to the cleaning team where required, maintain high standards at all times and actively support positive teamwork. Report any defects or H&S concerns as required and always promote and adhere on safe working practices.

Job Specific duties

- Fulfil the cleaning needs of the facility
 - Vacuuming
 - Dusting
 - Sweeping
 - Mopping of floors, corridors and rooms
 - Ensure the bathrooms and toilets are cleaned
 - Ensure that cleaning materials are safely stored
 - Maintain a clean, safe and hygienic work area at all times.
 - Operate machinery
 - Ensure chemical stores are kept clean and tidy at all times



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Customer Service

- Adopt the H.U.G strategy and provide a welcoming and efficient customer service
- Seek to build customer loyalty with regular visitors.

General

- Provide a high-quality service throughout all areas of work (including seeking areas of continuous improvement and development)
- To undertake other duties appropriate to the post that may be requested from time to time by the Line Management and in line with the trust policies.
- Adhere to and keep up to date with all job-related Health & Safety legislation and requirements.

Training

- Ensure activities are undertaken in line with quality management, health & safety, legal requirements, environmental policies and duty of care (Training to be provided)
- Trained in Emergency First Aid



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