



JOB DESCRIPTION

POST TITLE: Cleaner

Ref: HCFCATCH/18b

HCF CATCH Ltd
CATCH Facility
Redwood Park Estate
Stallingborough
Grimsby
NE Lincolnshire

REPORTS TO: Operations Manager

1. PURPOSE OF JOB

To clean the admin/conference facilities, workshop, control room, access building and ensure that we deliver a first class service with excellent feedback

2. MAIN RESPONSIBILITIES

1. Carry out vacuuming, buffing, polishing, mopping, cleaning toilets, classrooms and other related tasks in accordance with the 'cleaning specification'.
2. Work safely at all times, uphold the standards of the business and help to develop and continuously improve all working procedures.
3. Be flexible in working hours to suit the operation of the business.
4. Build and maintain positive relationships with the clients.
5. Support the business by performing additional duties in keeping with the role.

3. CONTACTS AND RELATIONSHIPS

INTERNAL CATCH team members, CATCH site tutors/trainees/training providers

EXTERNAL CATCH customers, visitors, member companies and their employees

4. DECISIONS

Discretion – make day to day decisions in accordance with the main task of the role and in accordance with CATCH policies and guidelines.

5. WORK ENVIRONMENT

- a) **Work Demands** – The post holder will be required to work to overall targets set by the Chief Executive and the CATCH Board of Directors. On a daily basis reports to the Operations Manager.
- b) **Physical Demands** – The work may require moving tables, chairs and other furniture.
- c) **Working Conditions** – The post holder will be site based and in certain cases working as a lone worker.
- d) **Hours of Work** – ‘Out of hours@ working will be required to meet the needs of the role.

6. KNOWLEDGE & SKILLS

- Excellent communication skills
- Excellent time management
- HSE awareness
- COSHH awareness
- Good team player
- Customer focused
- Shows initiative and confidence
- Seeks continuous improvement

7. GENERAL

- a) **Other Duties** – The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake other duties from time to time. Any such duties should not however substantially change the general character of the post. Key holders should refer to the employee handbook for guidance on building security and locking up procedures.
- b) **Equal Opportunities** – The post holder must carry out his/her duties with regard to our Equal Opportunities policy.
- c) **Health and Safety** – The post holder must carry out his / her duties with full regard to our Health and Safety Procedures.
- d) **Training** – CATCH policy to provide relevant training and personal development opportunities to support the development of the individual and their role in the organisation.
- e) **ISO 9001** – to comply with company policies and procedures and ensure that the ISO 9001 policy is adhered to at all times.

Job Description prepared by: N Mann
Job Description evaluated by: D Talbot
Received by Postholder: