

## Recruitment Checklist – Cleaning Operative

### Job Title

### Cleaning Operative

### Functional Skills

- Read and understand health and safety instructions and procedures
- Understand written and verbal instructions on the use of equipment and the handling of materials
- Respond to requests for information from colleagues and customers
- Engage in conversation with customers and colleagues in a polite and friendly manner, responding to their issues and concerns
- Complete a range of standards forms including timesheets, order forms and cleaning schedules
- Read and understand information about quantities and ratios when mixing solutions and using other consumables
- Add, subtract, multiply and divide units of time, quantity, weight and volume in relation to solids and liquids
- Record information about time and quantities using pro forma documents

### Teamwork Skills

- Follow instructions given by team leaders
- Agree work activities with other members of the team and sharing out work to keep to time schedules
- Solve immediate problems and seek help from others when required including correct use of equipment and consumables
- Adopt a positive, helpful and respectful approach to colleagues
- Accept feedback from team leaders and other members of the team about quality and speed of work and general contribution to the team

### Health, Fitness and Physical Requirements

- Capacity to move equipment and materials such as filled buckets and industrial standard vacuum equipment
- Manual lifting and handling of consumables such as cleaning fluids
- Subject to reasonable adjustment requirements within the DDA

### Legal Requirements

- CRB checks will be required for certain work environments, eg, schools
- Proof of eligibility to work in the UK will be required
- A current full UK driving licence may be required or access to a car during working hours

### Other Requirements

- Ability to travel to normal place of work
- Possible ability to travel to different places of work