

**Cleaning Operative**

**Job Outline**

Reporting to the Manager you will undertake a variety of cleaning and environmental tasks.

**Main Duties and Responsibilities**

* Cleaning void properties
* Cleaning communal stairs
* Cleaning and disinfecting communal areas
* General estate maintenance (litter picking, gritting, etc.)
* Clearing void properties
* Cleaning new build residential and commercial properties
* Window cleaning
* Office cleaning
* Smoke detector maintenance
* Loading/unloading vehicles and removing rubbish to refuse sites
* Ensure safe working practices are adhered to
* Drive company vehicles up to 3.5 tonnes, with passengers
* Carry out regular vehicle inspection
* Administration (mileage sheets, refuse permits, etc.)
* Use corporate Fuel Cards as per company regulations, i.e. use for company fleet vehicles only, mileage of vehicle to be given to fuel station cashier, etc.
* Assist with undertaking any other regular or ad hoc work as business needs dictate, e.g. handy person work

**Person Specification**

* Previous experience of cleaning and environmental work or equivalent transferrable skills
* Ability to follow work methods as shown
* Ability to work to consistent high standards
* Must be physically fit and able to lift weights, work at height, work in all seasons etc.
* Full clean driving licence is essential

**Desirable**

* Familiarity with local area
* Construction Skills Certification Scheme (CSCS) registered
* First Aid Certificate
* Health and Safety Certificate
* British Institute of Cleaning Services (BISC) qualified or equivalent

**Contract of Employment**

All posts are dependant on contracts secured by the company

**Place of Work**

Work is based at our premises in Craigshill, Livingston with a significant part of the day spent at locations where work is being undertaken within Craigshill and the wider West Lothian area

**Hours of Work**

Sessional / Zero Hours Contract

**Pay**

**£8.55 per hour**

Accrued annual leave per year would be dependent on hours / days worked

June 2018