



G4S TECHNOLOGY

JOB DESCRIPTION

Job Title: Day Janitor

Department: Facilities

Reporting To: Cleaning Supervisor / Facilities Manager

Liaison With: Internal: All Departments
(Potentially) External: Suppliers/Contractors

Overall Objective of Role:

To assist the Facilities Manager with the continued up keep of the premises and services provided via the Facilities department.

To assist with the cleaning of certain areas set out below, checking on consumables in washrooms and kitchens as per cleaning specs supplied

Observe all security and data protection procedures within the company

Key Responsibilities:

- To undertake regular checks as set out by the Cleaning Supervisor / Facilities Manager and report all findings believed to be of concern.
- To be involved in the day-to-day cleaning of kitchens and washrooms
- To clear any rubbish or recycling collected around the site in line with company environmental procedures
- To clear rubbish from Delitec kitchens daily/when required in line with company environmental procedures
- To assist Delitec in preparation for deep cleans
- Litter picking from the external areas of the site
- Sweeping of the car park and other external areas of the site
- To assist with the clearing/cleaning of meeting rooms
- To assist with meeting room set up requirements as and when required to include the re-stocking of flip charts, pens and other consumables
- To re-stock photo copiers and printers with paper and toner cartridges (to be confirmed with IT and company services)
- Must be able to pay attention to detail whatever the task.
- Represent the Facilities dept. and the company in a professional manner at all times
- Assist the Facilities Electrical Engineer with the clearing/cleaning of the plant rooms
- Assist the Facilities Electrical Engineer with furniture moves
- To perform any other reasonable request from the Cleaning Supervisor / Facilities Manager



PERSON SPECIFICATION

Job Title: Day Janitor

Department: Facilities

Attribute	Essential	Desirable
Attainments / qualifications		
Previous experience / training	Experience or good understanding of cleaning techniques and equipment Experience of working in an office environment.	Experience of assisting with hands on maintenance work
Skills / knowledge	Good communication skills Good basic knowledge of Health and Safety Customer focused attitude. Computer literate	
Personal skills	Good health – Physically fit for manual work Reliable/Punctual Team player Willingness to learn Flexible approach to work i.e. prepared to overtime when required	
Other work related factors	Full work history – security vetting Prepared to attend training courses suited to the role e.g. First Aid training	Clean driving licence