



ROLE SPECIFICATION

TITLE	Site Services Team Operative
NAME OF POST HOLDER	
DATE OF ISSUE	
STRUCTURE	

REPORTS TO

Facilities & Communications Officer

DIRECT REPORTEES

1. SUMMARY OF PURPOSE

To work as part of the facilities team and be responsible for the cleaning and upkeep of all site facilities.

To manage the staff shop, till, handling money and be responsible for the ordering and disposals of stock.

MAIN PLACE OF WORK	Isleport Site
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2. SUMMARY OF BENEFITS

The role supports site requirements to maintain high levels of cleanliness and staff facilities.

JOB DESCRIPTION

1. Safety

1.1 Key Responsibilities of the role include:

- To assist in maintaining a safe working environment
- Ensure that only the best practices are employed
- Ensure correct PPE is used at all times
- Company H & S guidelines are followed and challenged as necessary
- All H & S issues are raised promptly and effectively, (report direct to manager and/or shift manager on duty)
- Hygiene and housekeeping standards are maintained at the correct level to comply with company standards and expectations; always be prepared for spot audits
- To be aware of the company H & S policies and procedures
- To be aware of all local hazards
- To be compliant with all safe working practices
- Adhere to C.O.S.H.H regulations at all times
- Ensure 10 point safety code is adhered to

2. Quality

- Not to deviate from quality standards
- Attend team meetings (if on shift)
- Ensure department Housekeeping and Hygiene standards are maintained
- Storage of products following C.O.S.H.H. regulations
- Management of all stock related issues
- Ensure all relevant QMS logs and procedures are adhered to and completed as required
- Daily / Weekly temperature checks for site fridges and freezers

3. Service

- Measure personal performance and strive to beat targets set
- Carry out cleaning of Facilities areas:

- Canteens
- Toilets
- Locker Rooms
- Offices
- Hallway/Stairs
- Reception areas
- Empty waste bins and paper bins
- Replenish of soap, paper towels, toilet rolls
- Stock count / order of equipment & detergents
- Water dispensers – topping up of cups and stock control of refill bottles
- Meeting room facilities management
- Set up and clear down refreshments and buffet lunches (pre-made) for meetings as and when required
- Manage staff shop, order new stock, re-stock fridges and dispose of out of date products (if trained and tasked to do this)
- Complete the staff shop takings sheets and hand to manager along with money on a daily basis (if trained and tasked to do this)

4. People

- Communicate clearly, effectively and efficiently
- Seek to develop personally within the company
- Corporate clothing to be worn at all times, (if issued)
- Cover for colleagues absences (which can include other Supply Chain sites)
- Keep manager informed of any work related issues

5. Plant

- Ensure all equipment and materials are safe and effective for the job required, before, during and on completion of use
- Highlight/report all breakdowns, problems, safety issues, shortcomings associated with equipment/materials that you use or see others using
- Identify opportunities to improve or replace equipment with your line manager
- To ensure all machinery is kept in good working order and complies with Health & Safety requirements; (includes fault reporting)
- Report damage when created or discovered

6. Profit

- Ensure wastage is kept to a minimum
- To be aware of internal costs and raise ideas for improvements / reduction of costs

NORMAL WORKING HOURS

12 hour shift pattern (4 days on / 4 days off). 7.00am – 19.00pm (or as and when required to meet business needs)

SKILLS

- Good communications skills
- Self-motivated
- Be able to work autonomously with little supervision
- Be able to work as part of a team
- Committed to achieving a high standard of work
- Numerate
- C.O.S.H.H. awareness
- Health & Safety awareness

PERSON SPECIFICATION

NAME

SIGNATURE

DATE