# **Roles and Responsibilities**



### **Team Members**

ROLE: You will be reporting directly to the Site Supervisor and working closely with other members of the team to provide cleaning services. Flexibility is needed as the nature of the business is not your regular office hours.

### POSITION OBJECTIVE:

The Team Member is responsible for providing the cleaning service as set out within the Scope of Works as applicable to each client and site.

Attention to detail with the ability to maintain high standards and professionalism is pivotal to ensure the services achieves the highest level of cleanliness.

**Responsibilities:** Follow and obey all company policies, procedures, WH&S and other legislative instruments;

- Attend site induction, equipment/chemical/process training for any new site;
- Follow quality assurance methodology for the site;
- Maintain the appearance of all areas at an optimum level;
- Clean all areas to a standard specification;
- Log/Report any faults throughout buildings, vehicles, equipment etc in site Communication folder;
- Maintain a clean and tidy service area at all times;
- Use personal protection equipment (PPE) as trained;
- Assist other team workers if required to ensure service is completed in a timely manner:
- Undertake any other duties as operationally directed.
- To attend work in clean uniform provided.

## **Knowledge, Abilities & Requirements**

- GRID Polices & Procedures;
- Ability to work alone and part of a team
- Knowledge of cleaning equipment such as vacuum machines, extraction machines, high pressure washers, use of mop and buckets & chemical dispensing equipment and chemicals, brushes, scrapers, cloths.
- Ability to stand, walk, reach, stoop, bend and kneel and be able to lift and carry 20 kilograms;
- Good physical condition as determined by pre and post-employment inquires and health report;
- Punctual, reliable and trustworthy
- Must be able to pass pre-employment and random drug testing;
- Must have excellent communication skills, both written and oral;
- · Must be able to work shifts or flexible work schedules as needed; and
- Generally subjected to long periods spent standing, working in good and extreme weather conditions,

#### **Licences and Qualifications:**

Valid Driver's Licence (where required)