

Cleaners Job Description

Job Title: Cleaner

Job purpose: To undertake cleaning duties using a specific cleaning schedule checklist to perform all tasks to the standards established by Corn Dolly Foods Ltd.

Essential Duties and Responsibilities

1. Clean and disinfect benches, tables, refrigerators and freezers doors, microwaves,
2. Clean and disinfect tables, chairs, washroom, showers, sinks, mirrors, etc in canteen, changing and wash room areas.
3. Replenish supplies in washroom, break rooms and kitchen.
4. Empty bins and recyclables into disposal areas.
5. Sweep, mop, and/or hand scrub floors using brushes, scrapers, mops and a floor cleaner.
6. Wipe down door, walls, panelling, cubicles, skirting.
7. Arrive to work at scheduled time, perform services to established standards and insure the client's facility is locked and secured when you finish and leave.
8. Complete company paperwork as requested.
9. Comply with all safety policies and procedures relating to performance of tasks, use of products or supplies and incident reporting.

Skills and Competencies

- Excellent verbal and written communication skills.
- Motivated - able to identify work that needs to be done and do it without being instructed to do so.
- Friendly and Professional.
- Team player – ability to work within a team effectively.

Education, Certifications and/or Experience

- Experience in a production environment is preferred, but not essential.
- Ability to speak and write English fluently and relay information between the team and identified staff.

Work Environment

- Physical demands include walking and standing, climbing, bending, kneeling to clean floors by hand, push and pull objects, lift and move objects.
- Repetitive bending and lifting, and repetitive arm movements.

Corn Dolly Foods Ltd Application Form

Position: Cleaner

Personal Details	
Name:	_____
Address:	_____ _____
Postcode:	_____
Telephone Number: *	_____
Date of Birth:	_____
National Insurance No:	_____
Marital Status:	_____

Educational History: (Continue of separate page if necessary)		
School/College/University Attended	Subject/Course	Qualification Gained

Employment History: (Continue of separate page if necessary)

Dates	Employer	Position Held	Reason for Leaving

Any other information relevant to your application? (E.g. Skills, Languages, Hobbies, Interests, etc.)

(Please use a separate sheet if necessary)

References:	Referee 1	Referee 2
Name:		
Company Name:		
Occupation / Position:		
Contact Number:		

Please return to:

Corn Dolly Foods Ltd, Unit 7 Greenbank Industrial Estate, Newry, Co. Down, BT34 2QU.

Corn Dolly Form Monitoring Form

(This form is to be kept separate. It is an anonymous survey. Please place in the separate envelope provided. Please do not identify yourself on this form.)

Corn Dolly Foods aims to provide equal opportunities and fair treatment for all people applying to be volunteers regardless of race, sex disability, sexual identity, religious or marital status.

In order to achieve these aims we have a policy of monitoring all potential employees, students and volunteers. As part of this monitoring process we ask for your co-operation in completing the questions in this section. We wish to give you the following assurances:

- ◆The information provided will not form the basis of any part of selection.
- ◆All information in the application form will be regarded as confidential.
- ◆This monitoring information will only be used for statistics.

Please circle as appropriate

Age: <25 25-34 35-44 45-54 55-64 65+

Gender: Female Male

Would you describe yourself as disabled? Yes No

Nationality: UK Irish Another EC Other (Please Specify) _____

Religious preference: Catholic Protestant Neither

Please indicate your ethnic group by ticking

White British _____ White and Black Caribbean _____

Irish _____ White and Black African _____

Other White _____ White and Asian _____

Other Mixed _____

Thank you for completing this form