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| **Role title** | Process Worker (Cleaner) |
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| **Department** | Portaloo  |
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| **Business unit or function** | England and Wales Hire |
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| **Role reports to** | Service Manager  |
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| **Roles managed** | N/A |
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| **Purpose of the role** |
| Assist with refurbishment of the complete range of Portakabin Portaloo fleet buildings to the highest possible standards. |
| **Accountabilities of the role** |
| * Carry out the cleaning of fleet buildings including, but not limited to, cleaning of all sanitary ware, internal surfaces and floors.
* Assist with final fitting and filling of dispensers prior to despatch.
* Assist with the advanced preparation/decoration of all product surfaces both internal and external.
* Assist with final quality inspections of units prior to despatch.
* Assist with rectification work on customers’ sites and the installation/dismantling of all buildings as part of a site team.
* Maintain tools and equipment in order to maximise their use and prolong life.
* Assist in the movement of buildings in and out of the yard and report any damages to buildings.
* Be thorough in the separation and segregation of waste to meet environmental requirements
* Work effectively as part of a team with all internal customers to ensure timescales for completing work are achieved and quality standards reached.
* Recommend as applicable, changes to systems and practices to achieve increased efficiency.
* Ensure compliance with all legislation, codes of practice, industry guidelines and/or Company Procedures/Policies relating to Health and Safety, inclusive of COSHH.
* Ensure any direct working areas and the hire centre is maintained to a safe and orderly standard.
* Clean office and yard facilities in consultation with Service Manager
* Ensure that timesheets and service requests are fully and accurately completed in a timely manner, as stipulated by management.
* Ensure already used fittings and materials are utilised as a priority without compromising quality.
* Ensure that all laid down Quality systems e.g. ISO 9001 are adhered to.
* Individual responsibility for ensuring workmanship quality adheres to technical specifications in place and divisional standards.

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**Competencies, Skills, Qualifications & Experience**

**Essential** attributes are the minimum requirement for a role holder. Without these attributes, the role could not be performed. **Desirable** attributes would enable the candidate to perform more effectively, but they are not critical to the role.

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| **Competency, Technical Skill or Knowledge** | **Essential** | **Desirable** |
| Establishes good relationships with customers and staff, building effective networks | X |  |
| Follows procedures and policies | X |  |
| Accepts and tackles demanding goals with enthusiasm | X |  |
| Demonstrates Integrity | X |  |
| Produces workable solutions to a range of problems  |  | X |
| Adapts interpersonal style to suit different people or situations |  | X |
| **Qualifications** | **Essential** | **Desirable** |
| Good level of numeracy/literacy.  | X |  |
| GCSE Maths and English at Grade 4 or above (or equivalent grade). | X |  |
| NVQ Level 2 Trade Qualification |  | X |
| Full UK Driving License |  | X |
| **Previous Experience** | **Essential** | **Desirable** |
| Good organisation & planning skills | X |  |
| Experience gained within construction/related industry | X |  |
| Proven operational experience related to trade/role |  | X |
| Knowledge of various software packages |  | X |
| Experience of working in a client facing role |  | X |

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| **Organisation Chart** |
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