



Job Title:

Facilities Assistant

Job Role:

Reporting to and taking day to day direction from The West Group Facilities Manager. Responsible for cleaning and maintaining all company facilities to a world class standard. Leading by example, you will promote a positive and motivating team environment, whilst proactively seeking training and Continuous Improvement opportunities. You'll be aware of, and contribute to company and departmental objectives, targets, and measurements.

Working closely with all areas of the operation, and the wider business.

Job Responsibilities:

- To act as an ambassador for the Company, promoting a positive image both internally and externally
- Keep all company facilities always cleaned and maintained to a world class standard, inclusive of but not limited to the following:
 - a) Sweeping, vacuuming, and mopping of floors
 - b) Dusting and wiping of all surfaces, such as windowsills, skirting boards and tables.
 - c) Maintaining excellent standards of hygiene and cleanliness in all areas
 - d) Ensuring hygiene products are routinely stocked and topped up, such as handwash, hand sanitizer and toilet roll.
 - e) Ensuring that kitchens and bathrooms are cleaned daily and maintained to a world class standard of cleanliness and hygiene.
 - f) Keeping internal windows clean and smear free.
 - g) Emptying of bins and disposal of rubbish in all areas.
 - h) Sanitising and wiping of all door handles and human touch points.
- Conduct monthly deep cleaning of all buildings
- Ensure that all reception areas are inviting and showcase the company image in terms of cleanliness
- Keep cleaning supplies stored safely and ensure that they are always appropriately stocked to ensure maximum efficiency
- React quickly and efficiently to emergency priorities such as spillages or incidents to preserve cleanliness and prevent health and safety issues occurring.
- Conduct works out of usual hours as the role requires and work irregular shifts when necessary.
- Act as a keyholder for all buildings.
- Notify the Facilities Manager or Facilities Assistant Supervisor of any deficiencies and repairs required
- Provide support to general buildings/site maintenance as required
- Complete all other reasonable duties as required by management
- Assist in keeping a clean and tidy working environment in the interests of organisation and safety

Required Job Skills:

- Previous cleaning experience on a large scale
- Ability to demonstrate knowledge and understanding of cleaning chemicals, proper storage, and disposal methods as well as colour coding.
- Ability to deliver world class standards of cleanliness and hygiene.
- Excellent attention to detail
- Knowledge of health and safety standards



- Self-motivated with the ability to identify and complete tasks without direct supervision.
- Physically able to cope with labour intensive work.
- Excellent communication skills and the ability to work as part of a team as well as on own initiative.
- Excellent organisational skills.
- Personable, responsive with a positive attitude and good work ethic.
- Reliable and punctual.
- Flexible and adaptable to change.
- Full driving licence preferred
- Proactive and positive attitude, with the ability to support team members
- Articulate
- Confident
- Responsive
- Team player

Team KPI's (Key Performance Indicators):

- Reviewed and updated annually.

You are required to adhere to the company standard terms and conditions of employment and to be aware of your duties as an employee of the company with regards to the quality management system, general standards, health and safety and confidentiality.

Name _____

Signed _____

Date _____