**ROLE PROFILE**

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| **ROLE TITLE** | Estates Operative (Cleaning) |
| **DEPARTMENT** | Property Services |
| **DIRECTORATE** | Customer Services |
| **RESPONSIBLE TO** | Estates Team Manager |
| **RESPONSIBLE FOR** | None |

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| **ROLE PURPOSE** | *One or two sentences giving a simple statement of why the role exists* |
| As part of the Estate Services team to provide a high quality and environmental service to communal areas on estates within a specified area. This may include cleaning, litter picking, removal of bulk rubbish/fly tipping, bin store cleaning and the reporting of issues and improvements, safety and security of our customers, visitors and Orbits properties. | |

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| **ACCOUNTABILITIES / RESPONSBILITIES** | *Statement of the main areas of accountability and responsibility* |
| * To be responsible for providing a high standard cleaning service to communal areas in blocks including lifts, stairwells, floors, walls and windows. To maintain clear, tidy and safe refuse areas such as bin stores, chute rooms and hoppers, following specific cleaning specifications and standards. * To provide a litter picking and bulk rubbish/fly tipping removal service, which may include noxious substances and drug paraphernalia to ensure estates are maintained to the highest visual standards and are safe. * To be accountable for ensuring personal protective equipment and machinery is used & maintained in a safe manner, and reporting any faults or defects, near misses, incidents or accidents to Line Manager. * To be accountable for ensuring that stocks of hazardous and inflammable liquids are stored appropriately and conforms to COSHH and fire regulations. * To comply with all health and safety requirements and safe working practices outlined in estates team risk assessments/method statements and Orbit policies and procedures * Ensure all relevant Health & Safety compliance whilst on site, to include but not limited to, Working at heights, lone working, manual handling, risk assessments, COSHH, ensuring that PPE where appropriate is worn at all times and Orbits uniform is worn at all times. * Responsible for carrying out estates duties as directed by the estates team manager or senior management team (to include but not limited to snow clearance, gritting, bin and bin store works, minor/routine repairs in communal areas/offices and removal of graffiti where required.) * Assist the Estates Team Manager, in the monitoring, reporting and re-ordering of cleaning materials and cleaning/gardening equipment. * To be responsible for the company vehicle, ensuring it is kept clean and in roadworthy condition, carrying out visual inspections and checks and arranging servicing/repairs as necessary once authorisation has been granted by Estates team Manager. * To be responsible for reporting faults and repairs, situations concerning anti-social activity, fly tipping as seen on the estates to the CSC. * To carry out any other reasonable duties requested by management. | |

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| **KNOWLEDGE/SKILLS/EXPERIENCE/PHYSICAL REQUIREMENTS** | | *The tools needed to do the role* |
| Essential | * Ability to be able to drive and travel * Basic level of numeracy/ literacy being required * Must have the capability to operate machinery/tipper vans and equipment such as petrol blowers, floor cleaning apparatus. * Must have the ability and willingness to work internally and externally during all seasons. * Must be able to fulfil the physical requirements of a manual post. * Experience of working in a similar or related environment or post. | |

Orbit is an Equal Opportunities Employer and all staff are required to read and adhere to Group and local policies and procedures relating to Equality and Diversity

Orbit requires all employees to read and adhere to Health and Safety policies and procedures

Orbit requires all employees to read and adhere to all Orbit policies and procedures and Standing Orders.