

## Role Profile

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<b>Job Title:</b>	Cleaner
<b>Location</b>	Knockaconny & Kabeyun
<b>Reports To:</b>	Office Manager, MBio
<b>Ref:</b>	Ref-204 V2 – 28 Jan 2022

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### Role Overview

Responsible for effective and efficient cleaning of offices, canteen, toilets, corridors and external walkways as outlined in the cleaning schedule.

### Role Deliverables

- Clean all offices daily in each building. This should include emptying bins & shredders, polishing desks & window sills, hovering and generally tidying up.
- Cleaning of Production changing area / PPE Hall
- Clean all toilets daily. This should include washing & sanitising each toilet, sink and floors.
- All soap dispensers and toilet roll dispensers should be kept full at all times.
- Bins should be emptied each day.
- Canteens should be cleaned after each break. This will include washing cutlery and any company dishes.
- Check fridge contents daily and dispose of any out of date food.
- Cooker, microwave, tables, floors and bins should be washed each day.
- Canteen bins should be emptied each day.
- Reception kitchen to be kept clean and tidy. All dishes etc to be washed as required each day. Bin to be emptied.
- All cleaning equipment should be stored correctly.
- Walkways to be brushed every other day. Bins in this area to be emptied.
- Rubbish to be collected from car park area and bins to be emptied each day.
- Report any faults to the Site Manager.
- Any other associated duties
- Maintain Health, Safety and Hygiene standards in accordance with Company rules and regulations.
- Factory coats cleaning Rota
- Facilitation on Refreshments for onsite meetings

This is not an exhaustive list and is subject to change and amendment.

### Competencies to perform the role

- Demonstrable experience of cleaning office business premises.
- Understanding of Health and Safety requirements and the safe storage of materials and equipment.  
Understanding of working in a team environment
- Understanding of working with people from a diverse social and cultural background.
- Transport essential

### Performing the role in line with the Monaghan Cultural Values:

- We do the right thing: We use this philosophy to drive every aspect of our business, from product, to process to people
- Forward Thinking: We think ahead and we think for the long term
- Down to Earth: We understand the importance of communicating our discoveries in a straightforward way
- Inspiring: We seek out new ways to excite and inspire each other

- Egalitarian: We have always been grounded in the belief that everyone is equal. That everyone deserves an equal chance to speak, be heard and make an impact

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_