******Cleaning Operative**

**Job Description**

1. **Job Details**

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| Job Title:  | Cleaning Operative | Department: | Facilities |
| Line Manager: | Facilities Supervisor | Grade and salary range: | Grade 2 |
| Full Time/Part Time:  | Part Time – 15 hrs per week, Mon-Fri*There may be occasions where flexibility may be required to cover planned/unexpected absences or assist others during busy times.* | Duration of Appointment: |  Open ended |

**2. Job Purpose**

The Cleaning Operative is responsible for maintaining a clean, hygienic, and safe environment across the SAMS estate, following defined schedules and procedures, working as part of a team and on an individual basis. Incorporated within the Facilities department.

1. **Main Responsibilities**

*Listed below are the duties and responsibilities of a full cleaning operative role. As this post is 15 hrs per week, 3 hrs per day, the duties and responsibilities will be allocated based on what may be achievable during a 3-hr shift.*

|  |  |
| --- | --- |
| *Description* | *Approx. % of time* |
| **Cleaning Duties**- all scheduled cleaning activities are to be carried out as per the provided specification details, following schedules for each area including specific time periods for certain areas. All equipment will be provided for the works.* **Routine Cleaning:** Dusting, sweeping, vacuuming, mopping, polishing, and cleaning various surfaces.
* **Hygiene Maintenance:** Ensuring labs, offices, meeting rooms, corridors, kitchens, and other areas are clean and hygienic.
* **Equipment Handling:** Safely and efficiently operating and maintaining cleaning equipment.
* **Supply Management:** Restocking cleaning supplies, toiletries, and other materials.
* **Hazard Reporting:** Reporting any hazards, damage, or maintenance issues to appropriate personnel.
* **Customer Interaction:** Providing good customer service and addressing any cleaning-related concerns.
* **Health and Safety:** Following company policies, procedures, and regulations related to health and safety.
* **Deep Cleaning:** Performing deep cleaning tasks as needed.
* **Documentation:** Completing necessary paperwork and records, including own cleaning task sheets on a weekly basis to Facilities Supervisor.
* **Handling, transporting, and storing** cleaning materials and equipment safely and efficiently,
* **Laundry Duties:** Provide a laundry service for lab coats, following a lab manager supplied rota for all areas
* **Other Duties:** Assisting with other tasks as required.
 | 90 |
| Provide an ad-hoc cleaning service within the MBB accommodation block which will include summer deep clean and as required room changeover duties when requested | 5 |
| Compliance activities-carry out any required training including mandatory inductions, attend toolbox talks and training organised for specific activities relating to the cleaning service, attend general and relevant SAMS training activities. Instruction and familiarisation sessions for equipment. | 5 |
| Assist the wider Facilities team for minor support duties on a limited basis | As required |
| Be proactive in the application of SAMS Health and Safety Procedures | Ongoing |

 **4. Planning and Organising**

* Following defined work plans and procedures
* Plan and organise daily works duties.
* Prepare for next days works-stock trolleys with consumables
* Organise support from colleagues to carry out urgent or timebound tasks
* Pass consumables and equipment requirements to supervisor in good time
* Carry out any required record keeping by the end of the working week
* Ensure work tasks are complete in advance of any audits or work inspections.

**5. Problem-Solving**

* Adjusting times for carrying out tasks that will not cause disruption to SAMS day-to-day operations when rooms are unexpectedly occupied.
* Able to solve problems within your own work area, referring more complex queries to the Facilities Supervisor.

**6. Decision-Making**

* Can the task be carried out safely? Always make decisions with Health and safety aspects and consideration prioritised.
* Use self-assessment to plan some activities where routine cannot be followed, for example when maintenance activities or functions are taking place in areas to be cleaned.

**7. Key Contacts/Relationships**

* The Facilities Supervisor will be the principal point of contact for the cleaning service and line manage all staff, The Maintenance Manager will cover as required.
* All fellow cleaning team members and the wider facilities team.
* Good communication between all SAMS departments, tenants, students and visitors is required to ensure the cleaning team are able to maintain the buildings to the required standard to ensure that a safe working environment is always present and consumables stocks within toilets are suitably replenished.

**8. Knowledge, Skills and Experience needed for the Job**

* Some existing practical work experience would be an advantage, however, training will be provided initially and on an ongoing basis.
* Good communication – able to communicate clearly with Team and SAMS staff.
* Knowing when to seek help when required.
* Organised – able to plan and prioritise the tasks you are assigned and carry these out timely.
* Reliable and able to attend on a regular basis

**9. Dimensions – Scope of role**

Your work base will be in the main Facilities workshops area.

Provide a cleaning service across SAMS Group extending to 160 staff, 160 students, tenanted spaces and visitors.

You will have access to a shared desk, PC with access to all SAMS online services and email, welfare and storage area. All equipment will be provided with all the necessary training, guidance and support that you need. In return, we ask that you have a keenness to learn, able to attend regularly with good timekeeping, good listening skills and able to follow instructions.

You will also be provided with SAMS workwear and any required protective clothing for your duties as required**.**

**10. Any other relevant information**

On the Job Training requirements will be undertaken as necessary throughout your contract. Risk assessment, COSHH information, Method statements and Toolbox talks will be used to provide continual safe working environments.

[What can SAMS offer you?](https://vimeo.com/411370772)

*Please right click and select ‘open in new tab’*

Our Values and culture

We strive to be a world-class marine science enterprise that underpins regional, national, and international policy, and societal action to secure healthy and sustainable oceans.

As a workforce, we have a strong family and team culture, helping each other to achieve our goals.

Remuneration

We offer a competitive salary and pension as well as employee benefits package. We also have a number of supportive policies to assist absence, family, and other leave types.

Career Goals

SAMS provides a supportive learning and career growth environment for those looking for that next step in their career or upskill in the workplace. This may be through opportunities to develop techniques, learn more about the science objectives for the group, gain some tutorial opportunities, as well as attend meetings and CPD events.

We’ll provide you with a good start as you join SAMS

SAMS provides an excellent induction which is a great introduction to the organisation, the facilities, your department and team, and provides that support that you need over the early months joining a new organisation. We will also provide you with office space, computing equipment and ensure this is ready for you on your first day of work.

Employee Benefits

In addition to a general remuneration package which includes a generous salary, pension, and sickness absence policy, we offer a number of employee benefits to our staff, some of which are listed below:

* Flexible & Hybrid working arrangements (up to 2 days working from home) – will depend on role dynamic.
* Purchase of additional annual leave – up to 20 days per annum
* Access to shopping discounts as well as local shop and leisure discounted memberships
* Cycle to work scheme
* Purchase of technology
* Payroll Giving
* Salary Sacrifice – pensions
* Access to wellbeing portals which provide support for mental health, nutrition and fitness and GP referral scheme
* Occupational health support
* Welfare support on site
* Sabbatical scheme
* A number of training and development courses to assist you with your career development – leadership, coaching and mentoring.
* Free car parking and bicycle sheds
* Electric car charge points on-site

SAMS’ commitment to gender equality has been recognised, as our institute was presented with an Athena SWAN (Scientific Women’s Academic Network) Bronze Award and is currently working towards Investors in Diversity accreditation.

SAMS follows Fair Work Practices.

As an Academic Partner of the University of the Highlands & Islands (UHI), SAMS is designated as an educational establishment and subject to the provisions of the Protection of Children (Scotland) Act. Certain roles may be subject to a satisfactory check by Disclosure (Scotland) as a condition of their appointment.

Applications must include CV and Cover Letter and should be sent electronically to recruitment@sams.ac.uk quoting Job Ref. ‘D08/25.IMac’ in the subject line.

The closing date for applications is 11th July 2025.

Interviews will be held shortly thereafter.

Please note, we prefer to contact referees prior to interview.

Guidance for Applicants

This position unfortunately does not meet the minimum requirements for sponsorship to work in the UK. You must therefore have the rights in place to work in the UK already.

Your application – what are we looking for?

We are looking for a full CV – please remember to document all your relevant work experience, listed with the most recent first. You should also include your educational achievements with your most recent qualification first.  You should include skills and competencies gained from previous employment or education. This should be specific to the job description.  Also, please include details of two referees, one referee at least from your current role, who we may contact if invited for interview.

We enjoy reading cover letters and these are an important part of the application. In the letter, connect your past accomplishments with the requirements listed in the job description. Focus on your most relevant experience, qualifications, and skills. Where possible, quantify your accomplishments with facts and data.

 Useful links

* [How to write a flawless cover letter](https://career-advice.jobs.ac.uk/cv-and-cover-letter-advice/how-to-write-a-flawless-cover-letter-in-2020/) (please right click and select open in new tab)
* [How to write a CV](https://www.reed.co.uk/career-advice/how-to-write-a-cv/) (please right click and select open in new tab)



