

**Job Description:** Cleaning Operative

**Location:** Site Specific

**Experience Required:** 0 - 2 Years

**Reports To:** Site Co-Ordinator/Supervisor/Manager

**Responsibilities** include, but are not limited to, the following:

- Comply with competencies and standards held by SSE.
- Generate and execute cleaning validation protocols, plans and reports as required.
- All operatives are required to carry out duties on a daily basis as per Client Specification / SOP.
- Perform sterilisation and maintenance checks.
- It is the duty of each operative to use chemicals that are specified on the Specification / SOP for each individual job.
- All chemicals must be measured as per manufacturers / SOP recommendations.
- Safety Data Sheets are present on site for employees to read and be familiar with.
- Ensure PPE is worn where applicable.
- Report any incidents / accidents to your supervisor / manager.
- Part-take in risk assessment management (RAMs) where required.
- All equipment designated to each area must be kept in each area and not be removed at any time (i.e. Cleanroom).
- Each employee must adhere to company health and safety regulations.
- Maintain a safe and clean work environment by following current good manufacturing practices (cGMP), and standard operating procedures; complying with legal regulations; monitoring environment.
- Participate in training and development activities provided by SSE or the client.
- Carry out light general maintenance requested by the client e.g. hanging pictures, touch up painting and moving office furniture etc.
- Ensure the Quality Policy is understood and applied within your role.
- Complying with the requirements of the quality management system ensuring adherence to ISO standards.
- Assists with the investigation and resolution of quality deviations raised within the Manufacturing Department.
- Ensure a high standard of cleanliness is maintained.
- Enhance the organisation's reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to the role.
- Assist with training of new employees.

**Authority** includes, but is not limited to, the following:

- Reviews and completes checklists/logbooks in accordance with cGMP standards and compliant with written procedure(s).

\*It may be necessary to work alternative hours, shift patterns or unsociable hours including weekends from time to time.