

## Enatel

### Position Description

**Position:** Enatel Cleaner  
**Department:** Operations  
**Reports to:** Cleaners Team Leader  
**Direct Reports:** None

**Scope of Role:**

The goal is to keep our building in a clean and orderly condition. Cleaning duties will be between our two buildings, so a full clean drivers license is essential.

You must be reliable and flexible with hours as you may be required at times to assist with company functions.

**Key Responsibilities:**

- Window cleaning, clean windows as required mainly internally
- Ensure café and dishes are clean and rubbish dumping is managed
- Toilet and bathroom cleaning daily
- Order materials for cleaning purposes
- Order materials for bathrooms and toilets
- Ensure offices are kept clean and tidy
- Help with staff functions as required

**General:**

- Upholds the company values
- Perform any other tasks as required by your Manager and/or the business.
- Contributes to the achievements of department goals and objectives.

**Health & Safety:**

- Ensuring all Health & Safety policies and rules are followed, with all tasks completed in a safety conscious manner.
- Adhere to all health and safety policies whether at our Christchurch premises or elsewhere.

**Environmental:**

Enatel is committed to minimising the environmental impact of our operations and products.

- Ensuring Environmental policies and processes are followed.

## Key Relationships:

Internal	External
<ul style="list-style-type: none"> <li>• TL Cleaner</li> </ul>	<ul style="list-style-type: none"> <li>• Contractors</li> </ul>
<ul style="list-style-type: none"> <li>• Operations Manager</li> </ul>	
<ul style="list-style-type: none"> <li>• HR</li> </ul>	
<ul style="list-style-type: none"> <li>• Finance</li> </ul>	
<ul style="list-style-type: none"> <li>• Manufacturing Manager</li> </ul>	

## Person Specification:

Attribute	Essential	Desirable
Skills & Competencies	<ul style="list-style-type: none"> <li>• <b>Functional/Technical Skills</b> - has the functional and technical knowledge and skills to do the job at a high level of accomplishment.</li> <li>• <b>Drive for Results</b> – can be counted on to exceed goals successfully. Steadfastly pushes self and others for results.</li> <li>• <b>Action orientated</b> - enjoys working hard and is full of energy for the things he/she sees as challenging.</li> <li>• <b>Customer Focus</b> – Is dedicated to meeting the expectations and requirements of internal and external customers. Establishes and maintains effective relationships with customers and gains their trust and respect.</li> <li>• <b>Integrity and Trust</b> – is seen as a direct, truthful individual; is widely trusted.</li> <li>• <b>Learning on the Fly</b> - the ability to learn quickly in a new environment.</li> <li>• <b>Problem Solving</b> – looks for opportunities to resolve issues and solve problems. Learns quickly when facing new problems.</li> </ul>	
Traits	<ul style="list-style-type: none"> <li>• Humility.</li> <li>• Strong display of integrity.</li> <li>• Trustworthy.</li> <li>• Passionate about what you do</li> <li>• Self-motivated.</li> </ul>	
Experience & Knowledge	<ul style="list-style-type: none"> <li>• Manufacturing cleaning environment</li> <li>• At least 1yr in a similar role</li> </ul>	<ul style="list-style-type: none"> <li>• Over 150 staff</li> </ul>