



JOB DESCRIPTION

DATE:	July 2024
POSITION:	PS CH GMP Facility Cleaner
LOCATION:	Charnwood
REPORTING TO:	GMP Facility Cleaner Grade 3
RESPONSIBLE FOR (PEOPLE):	N/A

OVERALL ROLE OBJECTIVE:

The post holder will be responsible for maintaining high standards of cleanliness in designated areas within the GMP manufacturing facility ensuring activities are carried out satisfying cGMP at all times.

JOB SPECIFIC RESPONSIBILITIES:

The post holder will:

1. Perform cleaning of designated production areas including production corridors, toilets, changing areas and showers to a high standard as dictated by regulatory requirements.
2. Ensure bins are emptied and a minimum stock of cleaning materials are maintained.
3. Perform general cleaning of non-GMP areas including offices, toilets staircases and meeting rooms when required.
4. Actively promote good safety and environmental practices.
5. Report all cleaning equipment faults.
6. Keep the relevant Manager/Supervisor informed on a regular basis of progress and any circumstances, which alter agreed time scales and work schedules.
7. Communicate to ensure that all relevant information is forwarded to the appropriate personnel on a regular and timely basis.
8. Undertake any additional duties or instructions as required e.g. replenishing consumables throughout the facility, movement of waste to central waste compound.

This job description should not be regarded as conclusive or definitive. It is a guideline within which the individual jobholder works. It is not intended to be rigid or inflexible and may alter as the Company's strategic direction changes.

GENERAL ROLE RESPONSIBILITIES:

Quality	Ensure GMP is adhered to in all areas of work.
Health & Safety	Understand Company's Health & Safety Policy and follow all company HSE procedures. Report all accidents or any unsafe conditions in the work place.
Training and Development	Ensure training has been received before undertaking specific duties and that all training is recorded in training records.
Human Resource Management	Adhere to all HR policies and procedures, to include all absence policies and procedures.
Communication	Communicate within your own department to ensure that all relevant information is forwarded to the appropriate personnel on a regular and timely basis. Provide regular updates to your line manager regarding progress on required duties and the status of any projects.
Equal Opportunities	Observe and adhere to the company's Equal Opportunities and Dignity at Work policies ensuring that a neutral and harmonious work environment is maintained in which bullying and/or harassment does not occur.
Core Competency Framework	Ensure that all job specific responsibilities relating to the overall role objective are carried out in accordance with the requirements outlined within the Almac core competency framework.

By signing this Job Description I accept that I have received and read the Job Description and have accepted the responsibilities identified therein.

EMPLOYEE'S SIGNATURE:

PRINT NAME:

DATE:

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PERSON SPECIFICATION

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	ESSENTIAL REQUIREMENT	DESIRABLE REQUIREMENT	ASSESSMENT METHOD
QUALIFICATIONS	3 GCSEs (or equivalent) at Grade C or above	GCSEs (or equivalent) at Grade C or above in English Language, Maths and Science	Application Form and Documentary Evidence
EXPERIENCE	Previous work experience	Experience in set up, operation and clean down of process equipment an advantage.	Application Form and Interview
KEY SKILLS	Good communication skills (both written and oral) Ability to complete documentation to a high standard. Proven ability to work effectively on own initiative and effectively contribute within a team environment		Application Form and Interview



ALMAC CORE COMPETENCIES

COMPETENCY	BEHAVIOUR	ASSESSMENT METHOD
RESULTS DELIVERY	Delivers results on time, within constraints and in line with company policy and procedure and organisational strategy. Demonstrates a continuous drive for quality and a commitment to excellence.	Interview
PROACTIVE SOLUTIONS	Analyses and uses experience and logical methods to make sound decisions which solve difficult problems. Seeks practical/workable and innovative methods to deliver solutions.	Interview
LEADS BY EXAMPLE	Promotes a clear vision and mission. Acts as a positive role model for the organisation, fostering a climate of teamwork and development.	Interview
COMMUNICATION	Communicates clearly and effectively. Promotes the exchange of ideas and information across the organisation. Fosters dialogue to ensure everyone understands what is going on.	Interview
CUSTOMER FOCUS	Strives to exceed the expectations and requirements of internal and external customer; acts with customers in mind and values the importance of providing high-quality customer service.	Interview
JOB SPECIFIC KNOWLEDGE	Demonstrates required job knowledge and understanding to successfully and competently fulfill or exceed the requirements of their post. Follows correct procedures and guidelines (SOPs). Proactively demonstrates a desire to enhance and develop their job knowledge.	Interview