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Job Description

Job Title: HVAC Cleaning Specialist
Grade: N/A
Responsible to: Team Supervisor
Date: June 2010

Purpose of the Job:

To work as member of a specialist HVCA cleaning team providing a safe, hygienic environment by maintaining high standards of cleanliness. Thus providing a high quality cost effective support service to meet the needs and expectations of our customers.

Services include:

- Kitchen Deep Cleans – including walls, floors, appliances, ceilings
- Kitchen Extract Systems and canopies
- Air Handling Unit maintenance and filter changes

Key Result Areas

1. To clean all areas of the facility to a high standard, as laid down in the cleaning schedule and procedures.
2. To observe all regulations related to Health & Safety at Work, including COSHH and Eurovent's own policy.
3. Work to standards outlined in:
 - HVCA TR/19:
 - BSRIA:
 - CIBSE :

To provide a safe working environment for the other team members, customers and the public.
4. To attend and complete compulsory training in cleaning methods and in the use of cleaning appliances.

5. Display a working knowledge and understanding of our customers needs and requirements.
6. Maintain effective communication with all levels of staff in working areas.

Qualifications and Experience

Previous experience of HVCA cleaning would be an advantage

Supervisory Responsibility

None

Supervision Received

Site Supervisor

Equal Opportunities

Understand and demonstrate a willingness to promote positively the Equal Opportunities Policy of Eurovent.

Special Conditions

Post holder must be able available to work various shift patterns to suit the needs of the business.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.