158, High Street, nottingham ng1 2DY

Joseph Smith

Cleaner

0115 9123456 **|** joesmith@gmail.com

I am an experienced, hard-working cleaner who takes a lot of care and pride in my work. I am thorough with very good attention to detail and, having worked in this role for more than 10 years, I have excellent knowledge of surfaces and the appropriate choice of cleaning products (including COSHH knowledge). I am a friendly person that works well with others and in my current position I supervise a small team of 3 junior cleaners. This experience has helped me develop great communication and organisational skills. All of my employers will confirm without hesitation that I am a reliable, punctual and trustworthy individual. I am looking for a full time nearer to my home address and I am very flexible on hours.

work history

Cleaner/Supervisor May 2016 – June 2017

Castle view group, nottingham

Working in a very large mixed use building, I am responsible both for cleaning and for supervising three junior team members. Our team responsibilities including cleaning the offices, shop floors, warehouse and accountant building to a very high standard. I organise the rota and ensure daily cleaning schedules are adhered to. Additionally, I provide training and feedback to other team members. I also conduct risk assessments and provide regular health and safety training.

Cleaner April 2014 – April 2016

village the hotel club, nottingham

In this sparkling venue, the emphasis was on creating a real ‘wow’ factor of cleanliness. I delivered daily and periodic cleaning services in accordance with an agreed routine, and in line with company policies and procedures. I dealt with complaints which did happen from time-to-time as one guest would sometimes dirty an area and another would discover it before the cleaning team. These were always dealt with positively and politely, and resolved quickly. I was given extensive training in leisure-related health and safety and operating requirements which I followed meticulously.

Cleaner April 2009 – March 2013

abc learning trust, nottingham

My duties here were largely cleaning a variety of rooms including classrooms, labs, workshops, food tech rooms, offices, toilets, hallways and corridors in line with a daily schedule, and in accordance with health and safety standards. A full DBS was conducted for this role.

qualifications

Risk assessment for slips and trips, back pain & working at height Jan 2016

hse training

Level 2 Award in COSHH Risk Assessment Jan 2015

britsafe training

Level 2 Award in Principles of COSHH Jan 2014

britsafe training

GCSEs Jun 2008

new college, Nottingham

8 GCSEs including English (C) and Maths (B).

skills

* Ability to conduct risk assessments for a range of health and safety matters including COSHH (hazardous substances)
* Ability to train and supervise junior team members
* Ability to prepare rotas and cleaning schedules
* Ability to provide health and safety training
* Ability to handle customer complaints politely and swiftly
* Friendly personality with good communication and teamwork skills – able to get on with people of all ages and backgrounds

interests

When I’m not at work, I enjoy walks in the countryside with my dog and spending time with my three grown-up children. I also like to swim at my local pool two or three times a week to help me stay fit and healthy. At the weekends I sometimes fit in a round of golf or on a sunny day, I take my cycle to the local trails and enjoy racing through the woods with the other local cyclists.

references

Available from current and past positions on request.

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