



**JOB DESCRIPTION**

<b>Job Title:</b> Janitor	
<b>Department:</b> Operations	<b>Job Holder:</b>
<b>Responsible to:</b> Marine Services Manager	
<b>Main Duties and Responsibilities:</b> Is responsible for the day to day maintenance of the facility	
1.	Responsible for operating within the Health, Safety and Environmental procedures set by the Company and ensuring own and others adherence to these procedures
2.	Takes day to day responsibility for the maintenance of the site including but not limited to;  Clean buildings and workshops internally and externally  Clean and supply welfare facilities  Emptying and removing waste  Replenishing cleaning and maintenance supplies  Organising storage areas
3.	Maintaining external areas of the facility including tidying and managing weeds.
4.	Support the business's procurement department by collecting and delivering items where required