**JOB DESCRIPTION**

**ROLE: Janitor**

**SALARY AND BENEFITS:**

**LOCATION: Perivale**

The B & S Group is a privately owned pharmaceutical company which manufactures and distributes pharmaceutical and healthcare products to the UK market. Established in 1999 we offer a wide range of products and services which includes specials, generic drugs, branded medicines, parallel trade and over-the-counter (OTC) medicines.

Our Vision is to have the strengths and financial disciplines of a big company combined with the leanness, agility and warmth of a small company. Being a family run business, we have grown at a phenomenal rate, from just four people to over 1000 in a short space of time and still growing! Investing in our people has been the key to our success; enthusiasm and passion are the key traits we look for. If you are looking for a rewarding career there is no better time to join.

For more information on the group please visit: [www.bnsgroup.co.uk](http://www.bnsgroup.co.uk)

**PRIMARY RESPONSIBILITIES**

Cleans and provides upkeep for spaces and buildings, performs basic repairs, maintains cleaning supplies, operates cleaning equipment, and works for corporate and government clients.

**SECONDARY RESPONSIBILITIES**

* Cleans and keeps up various surfaces and material within a building or space
* Sweeps and mops floors
* Vacuums and steam cleans carpets
* Washes windows
* Cleans and disinfects toilets and replenishes supplies such as toilet paper, soap, and paper towels
* Responds to urgent situations, such as spills, that require quick action
* Orders cleaning supplies and equipment and maintains an appropriate stock at all times
* Mixes liquids and solvents from basic materials to create effective cleaning supplies
* Operates and maintains equipment such as vacuums and floor cleaners
* Collects and removes trash from a building or space
* Makes minor repairs as necessary, including tasks such as changing light bulbs and fixing leaks
* Notifies supervisor when major repairs, including structural issues or highly skilled tasks, are required
* Monitors heat, cooling, and other environmental systems
* Maintains a level of security in a building, such as locking doors, storing keys, and using access codes for restricted areas and rooms
* Performs outdoor upkeep as necessary, including mowing grass, shovelling snow, and maintaining entrances and walkways
* Works in facilities such as schools, universities, apartment buildings, corporate offices, and hospitals
* Typically works when facilities are closed to the public or during low traffic time periods

**ESSENTIAL EXPERIENCE, SKILLS AND ABILITIES**

* Previous experience is required
* Full Clean UK driving licence
* High attention to detail
* Excellent communication and time management skills.
* The ability to work in a high pressure environment.
* A 'can do’ attitude - able to work on own initiative.
* Adaptable to change
* Can be Flexible