

# HARRY EDWARDS CLEANER

Dayjob Ltd, The Big Peg, 120 Vyse Street, Birmingham, B18 6NF  
T: 0044 121 638 0026  
M: 0044 121 638 0026  
E: info@dayjob.com

## PERSONAL SUMMARY

A well presented and hard working college leaver who takes pride in his work and who is dedicated to making sure everything looks gleaming. Harry is a reliable team player who is more than able to work in commercial premises, offices, as well as areas open to the public. Having knowledge of electrically powered scrubbing and polishing machines, wet pick-up machines and carpet cleaning machines, he can ensure that all areas are maintained to a clean and hygienic standard. Right now he is looking for his first job as a cleaner, and would like to join a friendly, enthusiastic and happy team.

## ACADEMIC

**Coventry North College** **2011 - 2012**  
Diploma in Health & Safety Pass

**Birmingham South High School** **2008 - 2011**  
Maths Pass  
English Pass  
Geography Pass  
Physics Pass  
Business Studies Pass  
Physical Education Pass

## KNOWLEDGE OF

- COSHH procedures
- Mopping floors
- Polishing floors
- Vacuuming
- Dusting
- Car valeting
- Buffing
- Spot clean carpets
- Window cleaning

## CLEANING SKILLS ACQUIRED WHILST STUDYING

- Knowledge of cleaning and de-scaling toilets and showers, internal glass, stairways and landings, offices, computer suites, classrooms, halls and gyms.
- Using electrical equipment (polishers, vacuums, steam machines) in a safe and proper manner.
- Able to comply with all relevant Health & Safety Legislation.
- Safely removing litter, liquids, broken glass and waste to disposal points.
- Aware of correct dilution rates, and using equipment according to manufacturer's instructions.
- Identifying any defective electrical sockets, lighting, vandalism etc.
- Making sure all cleaning equipment is maintained and stored in an appropriate manner.
- Correctly logging all activities in the daily log.
- Knowledge of how to remove stains and also pest / insect control.

## PERSONAL SKILLS

- An awareness of and commitment to, Equal Opportunities in service delivery.
- Physically fit, able to stand for long periods of time doing routine manual work.
- Friendly and approachable demeanor.
- Providing an excellent level of customer service to members of the public by being polite and courteous at all times.
- Observant, good eye for detail and be able to work under pressure.

## SELECTED ACHIEVEMENTS

Passed course handling chemicals and cleaning agents.  
Passed COSHH course.  
Started a campaign at school to increase awareness of Health & Safety issues.

## HOBBIES

Harry is a keen sportsperson who likes to cycle, swim and play football. Having lots of excess energy means that most weekends he is playing one team sport or another. He has a wide circle of friends and one a month goes travelling around the country with some of them visiting different cities.

## REFERENCES

Available on request



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