

JOB DESCRIPTION

Job Title: Area Supervisor		Ref No:	JE Ref: G192
Department: Economy and Infrastructure		Band: 9	Location: Dumfries and Galloway
Responsible To:	Area Manager		
Responsible For:	Catering, Cleaning, Building Facilities, and School Crossing Patrol services in schools, public conveniences, offices, and public buildings		
Job Purpose:	Responsible for the service delivery and operational management of Facilities Services, including nursery and school meals catering; building, public convenience and school cleaning; building facilities services; and school crossing services		
Job Activities:	• Ensure effective and efficient delivery of Facilities Services within schools • Ensure the effective and efficient delivery of building cleaning in Council and non-Council premises. • Deliver the Hungry for Success Initiative and the Schools (Health and Promotion) (Scotland) Act 2007 in both primary and secondary schools • Deliver the Find it Clean, Keep it Clean initiative in schools, public conveniences, offices, and public buildings • Work with the Support Officers to achieve agreed targets and service goals. • Manage facilities service staff employed within Catering, Cleaning, Building Facilities, Crossing Patrol and public conveniences to ensure that adequate service provision is maintained at all times • Provide feasibility reports and cost estimates as required at unit level • Take operational responsibility for other Area Supervisors in their absence • Assist in recruiting employees as necessary in accordance with Council policy and procedures • Ensure that appropriate training is provided to all employees as required • Undertake Supporting Attendance procedures in accordance with Council policy • Investigate and manage complaints/disciplinary matters in accordance with Council policy • Ensure a co-ordinated customer service interface for the provision of quality service delivery • Ensure that services comply with Health & Safety and Food Safety legislation at all times • Develop and expand effective communication with Head Teachers, School Support Managers, School Boards, Health Improvement		

	Officers and other Officers within Dumfries & Galloway Council • Represent the Service at both internal and external meetings • Deliver effective partnership working both internally and externally • Actively participate in the Service PSIF review • Develop and maximise new business opportunities in Council buildings • Ensure the effective delivery of Team Plans / Service Plans for Facilities Management • Manage and complete Personnel Development Reviews under your remit <i>The job activities listed are not exhaustive and may be added to or amended consistent with the job purpose.</i>	
Performance Management	• To manage your own performance and any staff you may be responsible for in accordance with the Council's values of Customer First, continuous improvements, openness and honesty, local decision making and team working. • To achieve the agreed performance targets detailed in the work plan and contribute to performance appraisal activities. • To manage your own performance in compliance with all Codes, Regulations and procedures including Code of Conduct, Health and Safety and Governance. • To manage risk, promote risk awareness and prioritise work in light of the risk analysis. • To actively commit to the Council's equality and diversity vision statement and associated policies that promote fairness and equality and celebrate diversity, in dealing with colleagues, clients and service users. • To take all reasonable measures to limit carbon emissions and reduce energy/resource consumption when undertaking work activities.	
Prepared by:	Alan Mawson, Facilities Manager	Date: October 2026

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