Job Description and Employee Specification Cleaning Supervisor

Enterprise & Communities

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Service:	Enterprise & Communities
Division:	Corporate Property Procurement & Resource Solutions – Facility Support Services
Job Title:	Cleaning Supervisor
Responsible to:	Area Manager
Grade	NLC 3
Conditions of Service	SJC
Date of last review:	

Job Outline

Undertake as part of a team, the supervision of cleaning/cleaning of school premises and associated accommodation to ensure that they are kept in a clean and hygienic condition.

Duties may vary between term and downtime periods.

Main Duties and Responsibilities

Generic Duties:

1. Building cleaning, including washing, sweeping, vacuum cleaning, emptying of litter bins, polishing and dusting of offices, including toilets and associated facilities.
2. The training in the operation of powered cleaning equipment, including vacuum cleaners, buffing machines and other specialised equipment.
3. Assisting the Area Manager to train and supervise cleaners and monitor the tasks required to achieve an acceptable standard of cleaning. This includes training in the operation of cleaning equipment and materials to ensure an understanding of and compliance with COSHH and PAT Regulations.
4. The allocation and monitoring of Work Allocation Schedules for each cleaning 'beat' within buildings which normally determines the areas to be cleaned and task frequencies in offices and associated accommodation including reception/waiting areas, communal areas, stairways, lifts, toilets, portacabins, etc.
5. To direct and re-allocate resources under direction from the Area Manager during periods of staff shortages to ensure that an acceptable cleaning standard is achieved.
6. Keys must be held by the Supervisor to enable entry and exit to and from the building to be cleaned. Setting and re-setting of an alarm system may be required.
7. To carry out administrative duties including the completion and submission of Timesheets timeously and with accuracy. Notifying the administration office/Area Manager at Bellshill of machine breakdowns, bulk order requirements and staff movement. The site diary should be used as a record book and maintained on a daily basis. Compliance with quality initiatives.

This job outline is intended to indicate the broad range of responsibilities and requirements of the post. It is neither exhaustive nor exclusive but, while some variation can be expected in particular duties, the outline is considered to provide a reasonable general description of the post.

SPECIFICATION	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS/TRAINING •			On-site training will be provided
WORK EXPERIENCE • Previous supervisory experience • Previous experience in commercial cleaning • Experience of using cleaning equipment and products	X X X		Application Form/Interview
KNOWLEDGE/SKILL/ABILITY • Excellent communication and organisational skills • Problem-solving skills using own initiative • Understanding of Health and Safety issues when using cleaning equipment and products • Administration skills • Knowledge of COSHH	X X X	X X	Application Form/Interview
PERSONAL QUALITIES/ATTRIBUTES • Self motivated • Flexible approach to work • Ability to work as part of a team	X X X		Interview
OTHER • Ability to work additional hours as required		X	Interview
* Satisfactory PVG scheme membership (Protected Child)	X		Application will be processed by the Council for successful candidates and must be attained

			prior to commencing employment