

Job Description:

Cleaning Manager

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| Function: | | | | Defence | | | | | | | | |
| Position: | | | | Cleaning Manager | | | | | | | | |
| Job holder: | | | |  | | | | | | | | |
| Date (in job since): | | | |  | | | | | | | | |
| Immediate manager  (N+1 Job title and name): | | | | Jason Harvey, Services Manager | | | | | | | | |
| Additional reporting line to: | | | |  | | | | | | | | |
| Position location: | | | | Clive Barracks, Ternhill | | | | | | | | |
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| 1. Purpose of the Job | | | | | | | | | | | | |
| * To plan, organise and coordinate all cleaning activity * To ensure standards of service detailed in the service level agreement and within the schedules of the contractual terms and conditions are achieved, maintained and developed * To provide effective delivery of cleaning services to the client organisation | | | | | | | | | | | | |
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| 2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department. | | | | | | | | | | | | |
| Revenue FY13: | €tbc | | EBIT growth: | | tbc | Growth type: | n/a | Outsourcing rate: | n/a | Region Workforce | tbc | |
| EBIT margin: | | tbc |
| Net income growth: | | tbc | Outsourcing growth rate: | n/a | HR in Region | tbc | |
| Cash conversion: | | tbc |
| Characteristics | | Key performance indicators (KPIs)  * Contribution to gross profit and improvements to budget performance as determined by segment business objectives * Revenue growth and delivery of year on year performance in your business area * Year on year balanced scorecard improvement in health & safety; environment; risk; client satisfaction; and quality * Operational excellence in labour management and performance * Employee engagement and IIP * Well-developed internal and external network * Continued professional development in industry sector | | | | | | | | | | |

Draft. Version: 27-03-2014

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| 3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated. |
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| **4. Context and main issues** – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to. |
| * Travel and overnight stay may be required to undertake training and other business requirements * To act as the duty manager on call when required * May be required to work unsociable hours in line with business requirements * Flexibility on work schedule will be required at times |

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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * **Finance**   + Ensure that the Company’s accountancy documentation and administration procedures are carried out to the Sodexo compliance standards and that the necessary weekly and monthly returns are completed accurately and transmitted at the appointed time or dispatched manually   + Ensure that all costs and expenditure are within the budgeted levels agreed between the client and Sodexo. Control all costs such as labour, expenses, cash purchases as agreed with your line manager   + Ensure tariff prices are correct, that all catering services are costed and charged according to the terms of the contract   + Maintain levels of stock, cash, local credit and debt outstanding to the agreed establishment targets   + Ensure tariff prices are correct, that all catering services are costed and charged according to the terms of the contract * **Hygiene, Health and Safety** * Comply with all company and client policies, site rules and statutory regulations relating to Health and Safety, safe working practices, hygiene, cleanliness, fire and COSHH. This will include your awareness of any specific hazards in your work place and training of staff   + Ensure that all equipment used, is in safe working order, checked regularly and serviced. Report any faults to management/client, ensure they are rectified and ensure equipment is not used until safe. * Ensure that all equipment, monies and the overall establishment, is safe and secure at all times * **Personnel and Training**   + Administer the payroll for establishment staff via UDC and maintain personnel records to comply with statutory regulations and Company policy   + Recruit, manage, induct, train, motivate and appraise staff to promote good employee relations and operate within company procedures, legislation and the IiP standards. Staff appraisals to be conducted twice yearly. Maintain training records for all staff, ensuring that individual needs are recognised and met either through on or off job training   + Ensure that all Sodexo employees project a positive, approachable, friendly and professional image   + Comply with the procedures as laid down within the unit personnel manual or as advised by the Human Resources manager.   + Hold monthly team briefing meetings using the company team brief format   + Hold weekly team huddles to include the safety moment   + To attend an annual appraisal with the services manager and to agree and take ownership of your training and development needs   + Attend company training courses and regional meetings as requested   + Plan and control holidays within the operation to 'self cover' where practicable * **General Responsibilities**   + Ensure the standards across the site(s) are in accordance with the Service Level Agreements and Key Performance Indicators specified in the service contract   + Ensure the prompt provision and efficient service of all meals and catering requirements at the specified time to the standards laid down in the KPI's   + To take adequate steps to ensure the security of company and client property and monies under your control   + Compile and agree an annual business plan with your line manager, and to be responsible for achieving all actions   + Maintain excellent client relationships and communicate with the day to day client at every opportunity - holding at least a weekly review meeting   + Initiate a process of continuous improvement by undertaking company promotions and extraordinary merchandising initiatives to ensure the profitable growth of the contract   + Ensure that all written communication represents a professional image to customers, clients and staff   + Actively seek and identify opportunities for business growth both within the contract and the external market. Maximise profitable sales by the introduction and maintenance of food service brands to the standard required by the Company   + Action customer compliments by praising staff and resolve complaints satisfactorily, referring to your line manager where necessary   + Attend to and take all necessary action, statutory or otherwise, in the event of incidents or accident, fire, theft, loss, damage, unfit food, or other irregularities and take such action as may be appropriate   + Comply with any reasonable instruction from your line manager within the agreed deadline   + Comply with all Sodexo company policies/procedures and client site rules and regulations   + Carry out other reasonable tasks as directed by management |

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| 6. Accountabilities |
| * **Leadership and people**   You will role model the company values and ensure they are reinforced at every opportunity. You will provide leadership and clear direction on all aspects of your business area, operational and people, ensuring your own team, deliver on business objectives. You will support in the delivery of the people plan and on the back of this, developing future capability of your front line teams. You will lead by example and champion effective communication. You are responsible for the recruitment, induction and development of your employees and will manage the performance of your team in line with Sodexo HR policy and proceduresAdd point   * **Risk, governance and compliance**   You are accountable for full compliance and understanding of all company risk, reporting and governance processes. You will ensure that these are fully applied, complied with and adhered to within own business. You are accountable for cash and stock within your business area and as such are responsible for self and business area adherence to all cash and stock company procedural compliance. You are guardian to Sodexo cash and stock and are therefore responsible for any discrepancies incurred intentional or otherwise   * **Financial management**   You are responsible and accountable for the financial delivery and performance of your business area in line with annual budgets. You are responsible for ensuring all financial targets are achieved within the framework of absolute financial control. You are responsible for contributing to the monthly financial review process against KPI’s and ensure follow up on all improvement plans to support delivery of budget at local level   * **Relationship management client and team**   You are responsible for managing local client and customer relationships and developing and maintaining strong business relationships. You must seek to understand the client’s business environment and drivers, developing and maintaining strong relationships and establishing a network of client contacts. You will manage clients proactively and professionally, in line with Clients for Life®, ensuring Sodexo delivers service in line with the client’s business objectives. You will understand the importance the client places on partnering principles and endeavor to establish a dynamic and positive culture for co-operative business relationships and improvements to service   * **Operational management**   You are responsible for overseeing the operations of your business area and managing its compliance with legal, regulatory and company requirements including the quality management system (QMS). You will effectively manage continuous improvements, taking corrective action where necessary and informing line manager of performance issues. You will ensure robust health and safety procedures are implemented, reviewed and reported on a regular basis   * **Service excellence**   You are responsible for driving all aspects of service excellence across your business area including brand integrity, quality, compliance, Sodexo’s corporate social responsibility and service standards. You must ensure that you and your team work to recognised and expected standards ensuring the offer is meeting the customer’s needs through full and correct use of company tools. In partnership with subject matters experts you will champion and embed service excellence initiatives across your business area and ensure that all services are aligned to the Defence client and customer needs and deliverable within budget |

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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| Essential   * Demonstrate experience of working in a similar role within the service industry at a comparable level in a company * Good numerical and communication skills, must be able to demonstrate effective verbal and written communication * Management knowledge of health & safety * Able to work on own initiative within a team environment * Able to demonstrate working knowledge of MS Office (Word, Excel and Outlook) * Able to demonstrate attention to detail and adherence to standards   Desirable   * IOSH qualification or equivalent * Proven experience of managing client relationships * Proven track record of leading, managing and developing a team |

**EXAMPLE**

**EXAMPL**

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| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
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| 9. Management Approval – To be completed by document owner |
| |  |  |  |  | | --- | --- | --- | --- | | Version |  | Date |  | | Document Owner |  | | | |