**on-site services**

Cleaning Supervisor

JoB description

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| **P****osition Title** | Cleaning Supervisor | **Department** | Cleaning |
| **Generic Job Title** | Cleaning Supervisor | **Segment** | Corporate Services |
| **Team Band** | x | **Location** | Newbridge Kildare |
| **Reports to** | Site Operations Lead  | **Unit name** | Production-Manufacturing facility |

## ORGANISATION StRUCTURE

Site Operations Lead

Cleaning Supervisor

Head of Talent

Cleaning Lead & Team

**Job Purpose – Cleaning Supervisor**

* The Cleaning Supervisor supports and leads the cleaning team to make sure all areas are cleaned to a high standard and the client is satisfied. This is a hands-on role—you’ll work alongside the team and carry out cleaning duties when needed.
* You’ll also handle key admin tasks to keep operations running smoothly, including:
* Making sure staff clock in and out correctly
* Uploading weekly payroll to the system ( UDC Payroll )
* Planning rotas in advance
* Organising cover when staff are absent
* Managing team performance, including staff appraisals, development, and discipline if required
* Supervise and arrange mandatory training for all staff and ensure training is current and up to date
* You’ll regularly check cleaning work and make sure everything is audit ready. Keeping high standards and following cleaning checks is a key part of the role.
* This position runs on a 5-day rota across 7 days. Team Shifts will include mornings, afternoons, or nights.
* Conduct Ad-hoc shift inspections to review standards are being met and managed.

**Cleaning Supervisor – Key Accountabilities**

* Supervise a cleaning team of up to 12 operatives in a food production and manufacturing facility
* Work alongside the team and carry out cleaning duties when needed
* Complete admin tasks including payroll, timesheets, rota planning, holiday requests, return-to-work forms, performance reviews, and disciplinary reports if required
* Take ownership of cleaning operations—plan, schedule, and coordinate all cleaning tasks to meet high standards and audit-ready quality
* Ensure cleaning safety procedures and behaviours are followed at all times
* Monitor cleaning and hygiene standards to meet KPIs and audit requirements
* Manage stock levels of cleaning supplies and order items as needed, staying within budget
* Order supplies only through approved vendors
* Plan and coordinate all Cleaning Training requirements and ensure all training is current and up to date from a compliance stance
* Complete chemical safety data sheets and risk assessments in line with COSHH regulations
* Represent Sodexo professionally—build strong working relationships and support the company’s reputation
* Help the team improve cleaning procedures to boost customer satisfaction
* Adjust rotas and work plans to cover staff absences or changing site needs
* Make sure staff check equipment for faults and report issues promptly
* Ensure all staff follow the colour coding system and dispose of waste correctly
* Follow Health and Safety at Work Act, Sodexo safety rules, and emergency procedures
* Take action after any accident and complete incident/accident forms. Report hazards and near misses to Sodexo or the client’s EHS contact
* Check that cleaning sheets are completed daily and uploaded to SharePoint weekly
* This is a working supervisor role—you’ll lead by example and support the team directly
* Support Site Operations – assist with planning resource support for Move Add Changes to the site for cleaning staff to assist operations as required Ad-hoc support for site operations – Set up Town Halls – Furniture moves etc

**Skills, Knowledge and Experience – Cleaning Supervisor**

* Minimum 3 years’ experience supervising cleaning teams
* Strong knowledge of COSHH standards and safe chemical use
* Manual Handling trained
* Experience completing risk assessments and managing chemical safety
* Skilled in using cleaning equipment like scrubber dryers and industrial machines
* Proven ability to manage health and safety in cleaning environments
* Experience in food production or manufacturing settings (preferred)
* Full Irish driving licence
* Confident using computers, including Microsoft Office and Sodexo systems for rotas, payroll, and reporting
* Good customer service skills and a helpful attitude
* Able to operate handheld computer systems to log audits, events, and cleaning check
* Able to write clearly in English for reports and records
* 2–5 years’ experience in cleaning operations and team supervision
* Comfortable communicating with people at all levels
* Good understanding of hygiene, safety, and sanitation standards
* Experience managing cleaning budgets and ordering supplies

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| * I can confirm I have read the full content of my job description and understand the requirements of this role:
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| * Employee Signature:
 |
| * Date:
 |
| * Please return to sender with any associated documentation
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