

**DEFENCE & GOVERNMENT SERVICES**

Job Description:   
Cleaning Services Administration Officer

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| Function: | | Government Services | |
| Generic job: | | Supervisor | |
| Position: | | Cleaning Services Supervisor | |
| Job holder: | |  | |
| Date (in job since): | |  | |
| Immediate manager  (N+1 Job title and name): | | Cleaning Services Manager | |
| Additional reporting line to: | | Senior Supervisors | |
| Position location: | | Merville Barracks, Colchester PFI | |
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| 1. Purpose of the job | | | |
| * Cleaning Authority facilities as directed by line management, and detailed in Essence specification * To work to the Service Standard Statement for Cleaning | | | |
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| 2. Dimensions | | | |
| N/A |  | | |

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| 3. Organisation chart |
| Cleaning Services Manager  Administration Officer    Senior Supervisor  Senior Supervisor      Supervisor  Supervisor  Supervisor  Supervisor  Supervisor  Supervisor |

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| **4. Context** |
| * Supervise, organize and administrate the cleaning of buildings/facilities which are occupied by military and civilian personnel, and are in use * Daily supervision of Sodexo cleaners, and resolution of any immediate issues * Observe all Sodexo Health & Safety and QA processes and policies at all times * Completion of monthly handheld audits as required by the Contract |

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| 5. Main assignments |
| Daily undertaking of assigned tasks in supporting the Cleaning Services delivery via the following:   * To detail and organise the daily cleaning of accommodation blocks, office and workshop areas as directed by the SSS/Essence/Management * Clock in and out daily via the TMS system; report any absence to the cleaning office * Report to the Senior Supervisors, and Cleaning Services Manager * To detail and organise the replenishment of consumables daily as required * To check work being carried out by cleaning team * Promote Sodexo brand by ensuring uniforms are correctly worn and smart appearance for all employees * Complete handheld audits every month within specified timeframe, and attend accompanied tours as directed by CMT * Attend individual and team monthly training, and manager’s team briefs/huddles as directed * Ensure employees returning from sick absence complete return to work within two days of return * Complete with all employees all necessary Great, Cleaning, H&S and QA training as per the Great matrix, and directions from line management * Report any damages to facilities or to Sodexo or Authority owned equipment * Maintain all documentation and records for all employees including but not limited to fire safety, training record cards * Wear PPE as provided and instructed at all times * Report all Near Misses and/or accidents through line management as trained * Observe all Sodexo and/or Authority Health & Safety, Fire, Environmental or QA processes and policies at all times * Cover absence as required within allocated area, but also in any other areas, including but not limited to Domestic * Be flexible to cover other areas within the Colchester PFI as directed and where there is a Business need * This list of activities is not exhaustive, and other/ad hoc duties may be required at any time |

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| 6. Accountabilities |
| * Committed to ongoing personal development * Ensure the standards required within the SSS are met * Nil failures via the customer survey process * Reduction in Accidents and near Misses across the site . |

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| 7. Person specification |
| * Recent experience in commercial cleaning work at supervisory level required * Driving licence desirable but not essential * Working knowledge of Health and Safety processes including COSHH   Administrative experience – computer literacy useful |

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| 8. Competencies |
| N/A – this section is for management job descriptions only |

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| 9. Management approval |
| |  |  |  |  | | --- | --- | --- | --- | | Version | 2 | Date | 10th September 2021 | | Document owner | Stephen Ault | | | |

**Signed:**

**Print name:**

**Date:**