

**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 ManagerAdministration Officer Senior SupervisorSenior Supervisor  SupervisorSupervisorSupervisorSupervisorSupervisorSupervisor   |

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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 |
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| Version | 2 | Date | 10th September 2021 |
| Document owner | Stephen Ault |

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**Signed:**

**Print name:**

**Date:**