

Job Description

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|  | *P**osition Title* | **Cleaning Supervisor** | *Day cleaner* | *Department* | **Cleaning** |  |
|  | *Generic Job Title* | **Cleaning Supervsior** |  | *Segment* | **Energy & Resources** |  |
|  | *Team Band* | **Frontline** |  | *Location* | **Site based Offices** |  |
|  | *Reports to* | **Facilities Team Leader** |  | *Office / Unit name* | **Sodexo-Chrysaor** |  |
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|  | 1. Organisation structure  Facilities Team Leader  Cleaner Supervisor  General Cleaners  General Cleaners | | | | |  |
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|  | 2. Job Purpose   * To be responsible for the Supervising of the cleaning and servicing of areas, as allocated by the Facilities Team Leader to the standard required by the Client and Sodexo | | | | |  |
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|  | 3. Accountabilities or “What you have to do”  s   * Ensure all areas are cleaned efficiently and in a timely manner to the required standards. * Use cleaning chemicals safely as detailed by the Control of Substances Hazardous to health guidelines (COSHH) * Ensure that the safety signs are used appropriately at all times. * Ensure that cleaning stores are kept clean, tidy and stocked ensuring equipment is stored correctly and safely at all times. * Supervise the team at all times * Attend any training and ensure the team are trained on all tasks * Comply with all security regulations for cleaning materials, equipment and buildings as laid down by client and Sodexo. * Draw to the attention of the Facilites Team Leader any potential hazards on site or infringements of Health & Safety Legislation. * Ensure all cleaning equipment is kept clean & maintained in safe working order. * Comply with all Company & client policies and statutory regulations including Health & Safety, safe working practices, hygiene, cleanliness, fire and COSHH. This will include your awareness of any specific hazards in your work place. | | | | |  |
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|  | 4. Key Performance Indicators (KPIs) or “What it will look like when you are doing the job well”   * Comply with Company and statutory regulations relating to safe systems of work, health & safety, hygiene, cleanliness, fire and COSHH. * Cleaning and servicing of areas are completed to the standard required by the Client and Sodexo | | | | |  |
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|  | 5. Dimensions | | | | |  |
|  | *Financial* | No Budgetary responsibility | | | |  |
| *Staff* | Other cleaners in team | | | |
| *Other* |  | | | |
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|  | 6. Knowledge, skills and experience  Essential   * Previous cleaning experience. * Experience in supervising a team * Working efficiently and effectively to the standards and cleaning schedules set and look to improve and be innovative * Be a team player at all times * A relevant qualification, including NVQ’s BICS’c * Experience of working within a team. * Experience of working within a similar environment / industry. | | | | |  |
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|  | 7. Contextual or other information   * Smoking only permitted in designated areas. * Personal mobile phones must be switched off during working hours. Constraints may change from time to time, see the staff notice boards. * During the course of his/her duties the post holder may have access to, or witness confidential information, which must NOT be divulged to an unauthorised person at any time * Uniform and PPE to be worn at all times * Attend daily team huddles and team meetings * Have the correct attitude and behaviours and respect others at all times that the values of the company have | | | | |  |
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| Version | | |  | Date | 12/04/2019 | |
| Document owner | | |  | | | |

#### It should be noted that this document is not exhaustive, additional responsibilities/ad hoc duties may be required

#### Signature employee: Date:

#### Signature Manager: Date: