

Job Description

Please note this job description is intended as a general guide. It may be reviewed according to future requirement and business needs.

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| Job Title: | Cleaning Supervisor |
| Responsible to: | Asst. Centre Manager – Operations |
| Hours of work: | Part time 20 hours per week which may include occasional evenings and weekends |
| Working Pattern: | Flexible |
| Holidays: | 25 days' annual leave plus statutory bank holidays (or pro-rata if part time) |
| Salary: | £9.25 per hour (FTE £18,037.50 pa) |

Purpose of the role

This is a new post, created to take responsibility for supervising the volunteer cleaning team to maintain the highest standard of cleanliness of all areas of the Centre. The role will include the supervision of the cleaning, organising cleaning cover in the case of absence, training volunteers in the use of cleaning equipment, stock control of all materials and advising on re-ordering.

SPECIFIC DUTIES AND RESPONSIBILITIES

1. Allocating cleaning duties to the Volunteer Team to ensure all areas of the Centre are being cleaned regularly.
2. Ensuring cleaning records are maintained and on display for customers to see as evidence that cleaning is taking place.
3. Promoting and encouraging the separation and recycling of waste, ensuring waste bins are emptied daily.
4. Maintaining the highest standards of cleaning by all members of the team.
5. Ensuring team members have the appropriate equipment, materials and PPE for the cleaning being undertaken.
6. Induction, training and ongoing support for all cleaners.

7. Ensuring all cleaning is done in accordance with the latest health and safety standards.
8. Ensuring all cleaning substances are stored in a safe manner and in accordance with COSHH regulations where necessary.
9. Issuing cleaning procedures where required and ensuring these comply with the COVID 19 guidance.
10. Signing in records of cleaning volunteers.
11. Maintaining a stock control system to ensure effective control of materials and liaising with the Operations Manager on re-ordering, when approaching minimum stock levels.
12. Taking personal responsibility for the cleaning of the new main entrance foyer, ensuring this is of the highest standard and promotes.
13. Carry out all duties with due regard for Health and Safety requirements and regulations.
14. Carry out responsibilities and duties with due regard to our Equal Opportunities Employment Policy, Staff Code of Conduct and Child Protection Policy.
15. Work with your line manager to undertake continual personal and professional development, taking an active part in reviewing and developing the roles and responsibilities.
16. Attend any internal training arranged relevant to the post.
17. Undertake any other duties commensurate with the posts level of responsibility.

Person Specification

| | Essential | Desirable |
|------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Qualifications and Training | <ul style="list-style-type: none"> • Trained in the use of cleaning equipment and materials. • Cleaning qualification. | <ul style="list-style-type: none"> • Health & Safety qualification. • First Aid at Work. • COSHH. |
| Experience | <ul style="list-style-type: none"> • Cleaning. • Supervision of a team. • Operating stock control. | <ul style="list-style-type: none"> • Training and development of a team. |
| Knowledge | <ul style="list-style-type: none"> • Cleaning materials and products. • Cleaning equipment. • Cleaning processes. | <ul style="list-style-type: none"> • Developing cleaning rotas. |
| Skills and Abilities | <ul style="list-style-type: none"> • Tact and diplomacy in dealing with volunteers. • Organised and methodical. • Communicate confidently with co-workers and customers. • Good forward planner. • Collaborative team working skills. | <ul style="list-style-type: none"> • Basic IT skills. |
| Personal Attributes | <ul style="list-style-type: none"> • Flexible and positive approach. • A commitment to equal opportunity. • Attention to detail. • Good timekeeper and sickness record. | <ul style="list-style-type: none"> • Eager to learn and progress. • Emotional engagement with the Centre. • Friendly outward disposition. |