

JOB DESCRIPTION
Cleaning Supervisor
Vacancy Ref: M069

Job Title: Cleaning Supervisor	Present Grade: 4S
Department/College: Facilities Operations	
Directly responsible to: Facilities Manager	
Supervisory responsibility for: Cleaners	
<p>Purpose of job</p> <p>Accountable to the Facilities Manager, the Cleaning Supervisor is responsible for the day-to-day supervision/co-ordination of a team of staff who carry out cleaning duties within various academic/teaching and residential buildings, including lecture theatres, study/seminar rooms and communal areas.</p> <p>The Cleaning Supervisor will:</p> <ul style="list-style-type: none"> • Provide supervision, monitoring and training/re-training • Allocate, prioritise and schedule work • Ensure all work is carried out to the highest standard and is done so in accordance with relevant health and safety legislation • Monitor cleaning standards and deliver excellent customer service <p>Context</p> <p>Facilities is responsible for providing all property services on behalf of the University, including construction of major new buildings and the cleaning, maintenance and general upkeep of the estate.</p> <p>You will have extensive contact with cleaning staff and students, as well as interacting with senior managers, academic staff, external partners, contractors, suppliers, and others.</p> <p>Principal Accountabilities/Main Tasks</p> <ul style="list-style-type: none"> • Allocation, distribution and scheduling of team workloads • Frequent liaison with College Residence Officers regarding cleaning requirements in residential areas • Supervising, monitoring and training staff to ensure cleaning is carried out to the highest possible standard • Carrying out monthly quality control inspections and re-training where appropriate • Ensuring all staff understand and operate within University policies and procedures, especially with regard to COSHH and health and safety legislation • Receiving, checking and dispatching laundry • Issuing, distributing and controlling cleaning consumables and equipment • Issuing, receiving and controlling keys, ensuring security of these is maintained at all times • Maintain effective, accurate and up-to-date records for sickness and holidays, ensuring integrity and confidentiality of staff records • Frequent liaison with other sections within Facilities in order to ensure seamless, first class customer service • Reporting any faults within the University campus to the Facilities Helpdesk • Any other duties as required by the Facilities Manager or senior management team • 	