

JOB DESCRIPTION
Cleaning Supervisor
Vacancy Ref: M064

Job Title: Cleaning Supervisor	Present Grade: 4
Department/College: Facilities Operations	
Directly responsible to: Facilities Manager	
Supervisory responsibility for: Cleaners	

Purpose of job

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.

The Cleaning Supervisor will:

- 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

Principal Accountabilities/Main Tasks

- 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