

Job Description

Post Title: Cleaner Supervisor A5009

Evaluation: 410 points **Grade: N4**

Responsible to: Operations Manager

Responsible for: Cleaning staff as allocated

Job Purpose: To ensure the delivery of cleaning services in accordance with customer service standards and policies and procedures.
Work flexibly across the service as required.

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 To deliver cleaning services in line with specified requirements, maintaining positive relationships with customers and clients.
- 2 To be responsible for the day-to-day supervision of cleaning staff ensuring quality standards in accordance with agreed procedures.
- 3 To take delivery and arrange for storage of stocks and supplies, maintaining adequate supplies of cleaning materials. To ensure that all related equipment and tools are in a safe working condition.
- 4 To attend training and then deliver toolbox talks to staff on key messages.
- 5 To complete all related administration, including staff attendance records, timesheets and requisitions for stocks and supplies.
- 6 To work with contractors to ensure the safety of on-site contractors and other building users.
- 7 To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.
- 8 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery