

Cleaner Supervisor

Job Description

Reports to: **Operations Manager**

Direct reports: **Cleaning Staff as allocated**

Evaluation: **410 points**

Grade: **N4**

Reference: **A5009**

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

These are some of the typical duties you will be expected to perform. This is not exhaustive, and you may need to complete similar tasks as required.

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 promote and implement our *Diversity, Equality, Equity, and Accessibility* policy in all aspects of your employment.
8. To help maintain a healthy, safe, and secure environment and to adhere to our policies and procedure.