

CLEANING SUPERVISOR JOB SPECIFICATION

An opportunity has arisen for a Cleaning Supervisor reporting to the Operations Manager. This role is suited to a person that is well organized and enthusiastic. Attention to detail and a desire for cleanliness is vital for this role.

It will be the responsibility of this person to maintain the exceptionally high standards of cleanliness within the venue.

The main responsibilities of the role include (but are not limited to):-

- Managing a team of cleaners to ensure the venue is kept exceptionally clean in all areas
- Maintaining a flexible cleaning schedule
- Stock taking of cleaning equipment and products on a regular basis
- Assisting with deep clean plans and activities
- Updating training manuals
- Reviewing cleaning products and equipment used and ensuring COSHH information is kept up to date
- Training of staff
- Other cleaning duties as determined by the Operations Manager
- Adherence to all Health and Safety and regulatory requirements
- Perform risk assessments as required

The candidate must have experience of a commercial cleaning environment, working to high standards and experience of managing a small team.

This person must be self motivated and dedicated. Their communication and organizational skills must be exceptional and they must be well presented and professional at all times. They must be able to work well in a team and also alone.

The role is for minimum 20 hours per week and will involve working mornings and evenings throughout the week. Circa £8 per hour depending upon experience. The applicant must be an EU citizen or prove eligibility for full time work in the UK.