

# JOB DESCRIPTION (JD) AND EMPLOYEE SPECIFICATION (ES)

Standard Template

<b>JOB TITLE:</b>	Cleaning Site Supervisor		
<b>GRADE: JOB CODE:</b>	G3 C0230C (Super): JE Check 05/07/2021	<b>SERVICE AREA:</b>	Integrated facilities management
<b>REPORTS TO:</b>	Employee and Customer liaison officer / Regional co-ordinator	<b>LOCATION:</b>	Various –Site specific
<b>SPECIAL CONDITIONS:</b>	<p>Ability to undertake the physically demanding duties of general cleaning.</p> <p>Required to use supplied chemicals in a safe manner using appropriate PPE provided.</p> <p>This position also requires adherence to a number of departmental Local arrangements with relation to annual leave, unpaid leave and premise closure.</p> <p>Completion of a DBS (Disclosure and Barring Service) check to ensure the safeguarding and promotion of welfare of children, young people and adults.</p> <p>To communicate verbally with customers and provide advice and/ or information in accurate spoken English.</p> <p>Ability to use online systems and Microsoft Office programmes e.g for the purpose of submitting time sheets.</p>		

## 1. Main purpose of the job role:

- To assist in the liaison between premise managers and cleaners to ensure that the IFM specification of cleaning standards are met.

## 2. Role specific duties and accountabilities:

- General cleaning duties to include mopping, vacuuming, polishing and the cleaning of floors, sinks and toilets.
- Operation of powered equipment (e.g. floor buffing/scrubbing machines) as/when required.
- Provision of an on-site link between the IFM department and the premise manager.
- Supervision of cleaning staff to ensure adequate levels of cover are always maintained and that the required cleaning standards are met.
- Effective utilisation of standby cleaners and the ability to devise temporary cleaning schedules to meet requirements.
- Responsible economical management of approved cleaning items and materials.

- Accountability for chemical/cleaning stock levels.
- Responsibility for the safe and correct storage, maintenance and use of cleaning materials, chemicals and equipment.
- The provision of guidance and instruction for new cleaners.
- Co-ordination and completion of time sheets and attendance records.
- Reporting of any items of concern to the Employee and Customer liaison officer / Area co-ordinator.
- Attendance at all training considered necessary by the service manager.
- Any other duties deemed appropriate by the Employee and Customer liaison officer / Area co-ordinator.

### **3. Corporate duties and accountabilities:**

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.
- Through personal commitment and clear action, the postholder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.

<b>JOB TITLE</b> Cleaning Site Supervisor		<b>GRADE</b> G3	
Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.		Indicate when Assessment is possible: at Application form=A interview=I both=A/I test = T	<b>WEIGHT CODE</b> shows relative importance Low=1 Medium=2 High=3
<b>Behaviours:</b> <i>refer to corporate behaviours document</i>			
<b>Professionalism</b> - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.		I	3
<b>Leadership</b> - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.		I	3
<b>Accountability</b> - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.		I	3
<b>Transparency</b> - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.		I	3
<b>Ethical</b> - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.		I	3
<b>Abilities/Skills:</b> (refer to JE guidance document)			
Ability to effectively supervise staff.		I	3
Ability to coach new staff on cleaning policies and procedures.		I	3
Ability to form and maintain collaborative relationships and professional working relationships.		A/I	3
To be able to represent the department in a professional manner at all times.		I	3
Safe utilisation, issue and operation of cleaning products and machines.		A/I	3
Ability to follow the Councils Health and Safety at Work Act.		A/I	3
Capability to re-arrange work areas and responsibilities in the event of staff shortages and delegate cleaning responsibilities to stand by cover where required.		I	3

Competency to undertake general clerical duties effectively; to include the completion of staff times sheets and necessary stock monitoring and replenishment.			A/I	2
The ability to communicate verbally with customers and provide advice and/or information in accurate spoken English is essential for the post			I	3
<b>Knowledge/Experience:</b> specify type, level and qualitative (not quantitative required); if any.				
Experience of cleaning a variety of premises.			A/I	3
Supervisory experience.			I	3
Evidence of continuous professional development (where applicable)				
<b>Qualification:</b> Specify any qualifications that are a minimum requirement, please include any equivalent qualifications that would be deemed acceptable or if this can be obtained through on the job experience.				
<b>Other Essential Requirements</b>				
An awareness of, and commitment to, equality of opportunity			I	3
Awareness of, and commitment to, confidentiality and handling data			I	3
<b>Prepared by:</b>	Judy Burns	<b>Date:</b>	26/5/22	