

Name:

Department (and Section where appropriate):

Grade: G1

Job Title: Deputy Cleaning Team Supervisor

Immediate Line Manager (Job Title): Cleaning Supervisor / Catering & Cleaning Manager

Job Purpose

To safely manage all activities that we undertake whilst working effectively to all company procedures and instructions

To have a full knowledge of all areas of work to be covered in the course of duty.

To ensure that cleaning staff follow site rules and maintain a smart appearance including the wearing of correct uniforms.

To monitor the standards of work of the cleaning staff.

Main Duties (including % of time spent)

- To complete all required paperwork to the company time schedule and assess the cleaning team's performance and report any issues to Cleaning Team Supervisor (10 %)
- To monitor start / finish times for cleaning team (20%).
- To control issues and usage of cleaning materials and instruct employees in correct usage, maintenance and storage of materials, tools and cleaning apparatus and to report any defects to the Cleaning Supervisor / Catering & Cleaning Manager (20%)
- To attend appropriate training sessions to update knowledge of cleaning equipment, materials and procedures (20%).
- To perform any other reasonable duties as required by the Cleaning Supervisor / Catering & Cleaning Manager (30%).

Knowledge, Skills & Experience

Experience of cleaning machinery and cleaning tools. Full understanding of COSHH

Good communication skills

Good organisational skills to support the allocation of the cleaning team efficiently and effectively.

Professional approach and pride in role and importance to the business.

To be capable of following and completing the cleaning Schedules.

KEY TASKS & RESPONSIBILITIES

1. Communications

To ensure that all staff follow all working practices, COSHH, Health and Safety

Good communication skills upwards, downwards

Correct use of cleaning team shift log book to ensure hours are recorded correctly.

To maintain pleasant and satisfactory customer relations and set standards of discipline and appearance.

2. Analytical Skills & Creativity

Always strives to deliver above and beyond the expectations set by management and company

Has a proven desire for the delivery of the highest quality of service and cleaning standards

Has the drive to ensure that all results are attained in the most professional and honest manner

3. Management of Activities

To be prepared at all times to assist your colleagues and move from one activity to another within your responsibility.

To pro-actively look to recommend improvements to your work processes by providing suggestions and solutions.

To be responsive to the need to work extended hours and weekends when requested.

Correct use of work equipment, personal protective equipment in accordance with training and instructions provided.

4. Management of People

HOD - Catering and Cleaning Manager – Cleaning Team Supervisor -
Job Holder – Cleaning team

No direct reports.

To demonstrate a willing and positive manner and to lead by example at all times.

5. Management of Finance & Resources

No financial responsibility.

Wastage minimised

6. Autonomy & Accountability

Working under minimal supervision of line manager to a professional standard.

Report incidents in respect of H&S, COSHH.

To ensure that only correct cleaning materials are used on site.

All equipment and store cupboards must be kept clean and locked when not in use.

To ensure wet floor signs are provided and used.

7. Working Environment

Primarily based at the Chipping Campden site, travel to other sites may be required.

Wearing PPE

8. Other designated job roles (Please tick those applicable)

Quality Co-ordinator
Safety Co-ordinator
First Aider
First Aid Leader
Fire Officer
Fire Leader
Software Co-ordinator
Trained internal Auditor
Equipment Officer
Departmental Archivist
Hygiene Manager
Process Hall Manager
Event Director
Risk Assessor
Biological Safety Officer
Safety Representative
Safety Committee Member
Sample Receipt Steward
Authorised Driver (in line with Car Policy)

DSE User**Manual Handler****Signed & Dated**

Job Holder Date

Line Manager Date