Job Description
Cleaning Supervisor

Position: Cleaning Supervisor	**Department**: Stadium Cleaning	**Reporting to**: Cleaning Manager
Salary: £26,999	**Contract: Permanent**	**Hours per week: 37.5 hrs (5 days out of 7**)

Job purpose: Assisting Cleaning Manager. Supervision of all staff day-to-day. To provide a high standard of cleaning. Deputising, in the absence of the Cleaning Manager to help maintain an efficient team. Covering Matches/ Events with in the Stadium.

Role Competencies:

Planning Timescales:

- Assisting Cleaning Manager.
- Supervision of staff duties.
- Deputising, in the absence of the Cleaning Manager to help maintain an efficient team.
- To be able to understand and follow a planned Cleaning programme within given timescales.
- To deliver the day-to-day admin of the department
- To manage the Training of all staff and keep up to date.
- To manage all stock levels of all chemicals and consumables.

Decision Making:

- To have the ability to make decisions on a day-to-day basis when lone working**.**
- To be able to make decisions within the remit of own role.

Impact & Influence:

- To always be friendly and courteous when dealing with customers and other staff within the business, both internal and external.

Skill Level:

- To be able to deliver high standards of cleaning.
- To ensure correct and safe use of various cleaning equipment and chemicals.

Communication:

- Be able to provide excellent communication skills and respond to all enquires promptly.
- To ensure responses to internal and external guests are dealt with in a professional manner and associated timeframe.

Budget Management:

- To be able to help the Cleaning Management to keep within the monthly budget.

Lead & Develop:

- To be able to demonstrate support to the Cleaning team.

Operating Parameters:

- Develop and implement company statutory and legal requirements including fire, health and safety, hygiene, electricity at work and local by laws.
- To be flexible with working hour.

Essential & Desirable Job Criteria:

- Ability to take charge in Managers absence. E
- Ability to lead a team in day to day running in the department. E
- Ability to work on own initiative and as part of a team, be motivated and committed to the role E
- Calm and efficient and be able to work under pressure . E
- Have a polite and courteous manner. E
- Be able to adapt to different situations. D
- Be of a smart appearance and personal hygiene with good communication skills. D
- Committed to delivering highest standard of work. E
- Previous experience in a Supervisory role. E

This job includes long periods of walking, heavy lifting, and physical work but reasonable adjustments will be looked into where necessary.

Safeguarding - We are committed to safeguarding and protecting children and young people (CYP) and at-risk Adults (ARA) Our expectation is that you will fully accept your responsibility for the safety and welfare of all CYP and ARA by being fully conversant with all our safeguarding policies and reporting anything that does not appear to be correct. The post maybe subject to an enhanced DBS check and yearly self-declarations.

Equality & Diversity – must be able to demonstrate that equality, diversity and inclusion will be maintained and developed across all programmes and areas of the business.

Competency Total:

Level