

**JOB DESCRIPTION**  
**Cleaning Supervisor**  
**Vacancy Ref: M150**

<b>Job Title:</b>	Cleaning Supervisor	<b>Present Grade:</b>	4
<b>Department/College:</b>	Facilities – Service Delivery		
<b>Directly responsible to:</b>	Facilities Managers		
<b>Supervisory responsibility for:</b>	Cleaners		
<b>1. Purpose of job</b>			
<p>Accountable to the Facilities Manager, the Cleaning Supervisor is responsible for the day-to-day supervision/co-ordination of a team of staff who carry out cleaning duties within various academic/teaching and residential buildings, including lecture theatres, study/seminar rooms and communal areas.</p>			
<p>The Cleaning Supervisor will</p> <ul style="list-style-type: none"><li>a) Provide supervision, monitoring and training/re-training</li><li>b) Allocate, prioritise and schedule work</li><li>c) Ensure all work is carried out to the highest standard and is done so in accordance with relevant health and safety legislation</li><li>d) Monitor cleaning standards and deliver excellent customer service</li></ul>			
<b>2. Context</b>			
<p>Facilities is responsible for providing all property services on behalf of the University, including construction of major new buildings and the cleaning, maintenance and general upkeep of the estate.</p>			
<p>The post holder will have extensive contact with cleaning staff and students, as well as interacting with senior managers, academic staff, external partners, contractors, suppliers, and others.</p>			
<b>3. Principal Accountabilities/Main Tasks</b>			
<ul style="list-style-type: none"><li>a) Allocation, distribution and scheduling of team workloads</li><li>b) Frequent liaison with College Residence Officers and key staff in academic departments regarding cleaning requirements.</li><li>c) Supervising, monitoring and training staff to ensure cleaning is carried out to the highest possible standard</li><li>d) Carrying out monthly quality control inspections and re-training where appropriate</li><li>e) Ensuring all staff understand and operate within University policies and procedures, especially with regard to COSHH and health and safety legislation</li><li>f) Receiving, checking and dispatching laundry</li><li>g) Issuing, receiving and controlling cleaning consumables and equipment</li><li>h) Issuing, receiving and controlling keys, ensuring security of these is maintained at all times</li><li>i) Maintaining effective, accurate and up-to-date records for sickness and holidays, ensuring integrity and confidentiality of staff records</li><li>j) Frequently liaising with other sections within Facilities in order to ensure seamless, first class customer service</li><li>k) Reporting campus wide building faults promptly to the Facilities Helpdesk</li></ul>			

1 ) Any other duties as required by the Facilities Manager or senior management team