



JOB DESCRIPTION CLEANING SUPERVISOR



Responsible to: Operations Manager

Main Purpose of the Job

To ensure, as far as is reasonably practicable, that all internal areas of the Stadium, fixtures and fittings are cleaned and equipment maintained to the highest standards and in accordance with current Health and Safety and other legislation associated with the operation of a Sports Ground.

Key Duties and Responsibilities

- 1 Supervise a team of cleaning staff focusing on their performance in terms of standards of cleanliness and their behaviour on duty.
- 2 Take pride in a job well done, committed to achieving high standards of cleanliness and hygiene throughout the Stadium.
- 3 Review and manage work schedules.
- 4 Ensure that all staff under your control are issued with, and use, the personal protective clothing provided by the Company.
- 5 Be flexible to the changing demands of the post and business needs.
- 6 Have the initiative and the ability to work without supervision, but as part of a team.
- 7 Carry out general cleaning duties, eg: Hoovering, polishing, cleaning of staff kitchen areas, toilets, stairways, corridors and all conference and banqueting suites and rooms. Internal glass and internal and external door glass. Empty and clean bins and remove waste to appropriate area, including the separation of waste, ie recycling.
- 8 To replenish cleaning products when stocks are low.
- 9 To use only approved cleaning materials and in accordance with manufacturers printed instructions and COSHH regulations. Chemicals should never be mixed with other chemicals.
- 10 Specialised cleaning of areas, such as concourses, using electrical and mechanical equipment, floor polishers etc. after appropriate training.
- 11 Remove stains from carpets and chairs with cleaning products approved by the Operations Manager.

- 12 Report to the Operations Manager any incident or accident.
- 13 Report to the Operations Manager, any maintenance requirements such as faulty equipment, light bulb replacement, leaks etc.
- 14 The post holder has a responsibility for ensuring safety in the workplace and in this respect, ensuring compliance with all instructions relating to the use of, and storage of materials/equipment necessary for the performance of his/her tasks.
- 15 Establish and maintain effective working relationships with other employees and tenants on the site.
- 16 Assist with any additional cleaning work required across the Stadium site.
- 17 Ensure all Company documentation required to be completed is done so accurately and on time.

Knowledge, Experience and Skills

Knowledge – Good knowledge of cleaning techniques, materials and chemicals and in particular the Health and Safety At Work Regulations, RIDDOR, COSHH etc.

Awareness of Health and Safety legislation, policy and good working practices relating to the role.

Experience - Must have proven experience in a cleaning position and working within an industrial environment.

Skills – Ability to use industrial cleaning equipment; excellent attention to detail and cleaning to a high standard; excellent time keeping; good verbal communication skills and a positive attitude essential.

Qualifications

General good standard of education. Basic health and safety qualification/first aid training preferable. Experience of working with risk assessments and safe standard of work.

Must be physically fit to withstand the physical demands of the job and the working environment.

This job description is not exhaustive. The post holder will be required to perform any other reasonable duties as required within the scope, spirit and purpose of the job, and the title of the post as requested by their Manager.

August 2019