

Job Description

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| Job Title | Cleaning Supervisor (16 hours per week) |
| Salary Scale | LIPA Scale |
| Responsible To | Cleaning Manager |
| Responsible For | Cleaning Staff |
| Number in Post | 1 |
| Date Drafted | March 2023 |

Job Purpose

To work closely with the Cleaning Manager in co-ordination of LIPA's cleaning staff and to deputise for the Cleaning Manager, in their absence e.g., during holiday periods.

Major Tasks

1. To ensure high cleanliness standards are maintained.
2. To ensure that attendance of cleaning staff is monitored and recorded.
3. To assist the Cleaning Manager in ensuring stock levels of disposable items are at an appropriate level.
4. To always adhere to Health and Safety regulations.
5. To report any building maintenance to the Head of Estates.

| Job Activities | |
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| Major Task 1 | Ensuring cleanliness standards |
| 1.1 | To clean and ensure that all areas of the building are cleaned each morning in accordance with the cleaning specification for the building. |
| 1.2 | Re-allocating cleaners to alternative or additional areas where necessary. |
| 1.3 | Monitor the standards of cleanliness by periodically checking over work done by the cleaners and ensuring high standards are maintained. |
| 1.4 | Cleaning your assigned area and specific areas that require attention, as and when required. |
| Major Task 2 | Monitoring attendance of cleaning staff |
| 2.1 | To ensure that all cleaning staff, sign in and out at their correct start and finish times, in accordance with existing procedures. |
| 2.2 | To ensure that any staff absences are notified to Personnel, via email and the appropriate paperwork is completed (self-certificate and return to work paperwork) in the absence of the Cleaning Manager. |
| 2.3 | Reporting any non-standard issues to the Cleaning Manager (or in the absence of the Cleaning Manager, the Head of Estates). |
| Major Task 3 | Assist in Maintaining Stock Levels |
| 3.1 | To ensure that all cleaners have sufficient and appropriate supplies of materials for them to carry out their duties. |
| 3.2 | Assisting the Cleaning Manager in maintaining stock levels and requirements of disposable items. |
| Major Task 4 | Health and Safety |
| 4.1 | To always adhere to Health and Safety regulations especially in relation to use of chemicals. |
| 4.2 | To assist the Cleaning Manager in ensuring that all the cleaning staff adhere to good health and safety practices in their time at LIPA. |
| 4.3 | To report Health and Safety issues relating to the building to the Group Head of Estates. |
| Major Task 5 | Maintenance of the Building |
| 5.1 | To report any building maintenance issues to the Head of Estates. |

| Major Task 6 | Common duties |
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| 6.1 | Participates in staff appraisals and training programmes as required. |
| 6.2 | Carries out duties at all times with due regard to Equal Opportunities, Health and Safety and other LIPA policies as agreed and revised from time to time. |
| Notes: | |
| <p>This job description will be reviewed annually as part of the appraisal process and may be varied in the light of LIPA's changing business needs. The job description sets out the main duties of the post at the date it was drafted. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations occur occasionally and cannot justify any reconsideration of the grading of the post. Changes will be made in consultation with the individual. If however after consultation, the person concerned is not in agreement with the proposed change, then they would be able to use the grievance procedure.</p> | |
| Location: | |
| <p>The job is initially located on LIPA's main site. However, it may be that from time to time the post holder will be required to work on different duties, or in any other jobs, within his / her competence, such jobs being in his / her present or any other location as may be deemed appropriate. In all cases regard will be paid to the qualifications, experience, current duties and responsibilities and personal circumstances of the post holder.</p> | |
| Hours: | |
| <p>16 hours per week Monday and Friday 6am – 9:30am Tuesday, Wednesday, and Thursday 6am – 9am</p> | |

Person Specification – Cleaning Supervisor

| | Essential / Desirable | To be identified by: |
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| Education and Qualifications: | | |
| No formal qualifications are required for this post. | | |
| Experience / Knowledge: | | |
| Extensive cleaning experience working to a high standard. | Essential | Application Form |
| Sound working knowledge of cleaning methods, materials, and use of powered cleaning equipment. | Essential | Application Form |
| Experience of supervising staff. | Desirable | Application Form |
| Skills and Ability: | | |
| Ability to obtain enhanced DBS clearance that is satisfactory to the LIPA. | Essential | Application Form/Interview |
| Organised, reliable and methodical approach to work. | Essential | Application Form/Interview |
| High standards of cleanliness and the ability to maintain those high standards in one's own work and in other. | Essential | Application Form/Interview |

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| Ability to work on own initiative and as team member. | Essential | Application Form/Interview |
| Ability to work additional hours should the need arise. | Essential | Application Form/Interview |
| Commitment: | | |
| To LIPA's Equal Opportunities policies and practice. | Essential | Interview |
| To the provision of a high level of service to the customers of the Institute. | Essential | Interview |
| Enthusiasm and flexibility. | Essential | Interview |