

# Job Description

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

## Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

### Role Details

Job Title:	Cleaning Supervisor	JEID	A0007
Salary Grade:	Scale C - 8 -10		
Team:	Resources - Facilities Management		
Service Area:	Property Services Facilities Support		
Primary Location: ..	Site based		
Political Restriction	This position is not politically restricted.		
Responsible to:	Site Cleaning supervisor		
Responsible for:	Site based Cleaning Staff		

### Role Purpose

To provide a level of service at a site, which achieves or improves upon the standards laid down in the specification and the customer expectations. By ensuring that all cleaning staff know, what to do, when to do *it*, what the standard is that *is* required and also that they have the relevant materials and equipment to carry out the task.

To develop team spirit and motivation and ensure that all staff comply with Warwickshire County Council Health and Safety regulations regarding the site where they are working.

To promote a safe working environment for yourself and your colleagues.

### Role Responsibilities

To be able to provide knowledge of all the duties required of site based cleaning staff.

To liaise with the Customer to ensure service quality and effective delivery of operation. Monitor performance and standards to ensure compliance to specification required. Reorganise/ redirect or reschedule cleaning staff to meet unforeseen circumstances with the agreement of the Customer as necessary.

Assist in the induction training of cleaning staff on site.

Develop teamwork, motivate staff and ensure compliance with Health and Safety regulations. Cover for absent staff as necessary.

Ensure that all cleaning staff sign in and out of the time book in the correct way.

Complete the 4 weekly or weekly time sheets and other required reports and send to Head Office on time.

Monitor attendance and time keeping, and ensure punctuality.

Be responsible for the issue and ordering of cleaning materials to comply with minimum stock holding requirements.

Inspect all electrical equipment including PAT testing dates and report promptly any breakdowns or faults.

Label correctly any item that is not to be used whilst waiting for repair.

To participate in trials of new working methods, materials and equipment as required. Any other duties, as may be required by the Service Delivery Manager

## Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria	Assessed By:
Must be able to recognise discrimination and be able to demonstrate an awareness of, and commitment to, Equal Opportunities in service deliver	I
Must be able to communicate well with customers and staff and have a clear understanding of Customer Care	I
Must after training be able to use all cleaning equipment	T
Must have a good working knowledge of chemical Safety & relevant COSHH	I
Previous cleaning experience	I
Team working – able to manage & work within a team and on own initiative	A, I
A willingness to undergo any training that is required and to demonstrate to others	I
Must be willing to be flexible in times & location of work schedule if required	
<b>For education based sites</b> - The successful applicant will be subject to a criminal record enhanced check with the Disclosure & Barring Service (DBS) before the appointment can be confirmed	A, I, D

Desirable Criteria	Assessed By:
Supervisory cleaning experience	I
Use of floor polishing/wet vac machines	T

## Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

### Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

### Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input checked="" type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of objects ie vacuums, mops, brushes	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input checked="" type="checkbox"/> Lone working on a regular basis where required	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input checked="" type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input checked="" type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input checked="" type="checkbox"/> Work with waste, refuse
<input checked="" type="checkbox"/> Potential exposure to blood or bodily fluids	<input type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	