

Job Description and Person Specification Profile

Job Title	Mobile Cleaning Supervisor
Job ID	H27
Service	Strategic Property
Grade	Grade D (SCP 7-10) £26,403 – £27,694
Reporting to	Cleaning Manager

The Role

The postholder will lead a flexible team to provide high-quality, comprehensive and professional cleaning operation within buildings that the Council has responsibility for Facilities Management services.

Main Duties and Responsibilities include:

- To ensure that high standards of cleanliness are maintained throughout all Council buildings
- In liaison with the Cleaning Manager, completion of quality audits
- Provide on site training for cleaning staff
- Undertake site visits to support Services with support and guidance when required.
- To be responsible for cleaning operations in nominated buildings and also provide cover for other sites to cover for Supervisors' absences.
- Liaise with the Cleaning Manager to help provide cover for absence, sickness, annual leave and additional ad hoc cleaning requirements.
- Allocation of cleaning work and quality control
- To undertake cleaning duties in order to cover unplanned absences, ensuring continuity of service provision.
- To ensure that Council policies are being adhered to, particularly Health & Safety and COSHH.
- To check that all cleaning equipment is in good working order, reporting any issues to the Cleaning Manager for prompt action.
- To ensure safe working methods and report all accidents, near misses and other incidents as soon as possible.
- Ensure efficient stock control at sites under the postholder's responsibility and that materials are being used efficiently.
- Respond to any Helpdesk requests efficiently
- To work collaboratively with all members of the Facilities Management team to ensure professional service delivery across the Council.
- To be on a 5 days out of 7 rota, including some weekends, on a rota basis
- Any other duties that may be reasonably requested by the Cleaning Manager and/or other Managers within the Facilities Management team.

The duties may vary from time to time without changing the nature of the post or the level of responsibility, and the post holder may also be required to carry out any other duties appropriate to the grading of the post.

About You

Your essential qualifications

- Experience in cleaning and/or caretaking operations across a range of buildings

Your essential skills, knowledge and experience

- Full driving licence and access to a vehicle
- Ability to work on own initiative
- Ability to plan and prioritise personal workloads.
- Excellent organiser of resources.
- Attention to detail and commitment to providing a high-quality service.
- The ability to think and communicate clearly orally and in writing.
- Demonstrate a strong understanding of and commitment to the principles of equality and diversity.
- A commitment to customer and staff care.
- The ability to work under pressure.
- The ability to work flexible hours.

If you have the following experience or qualifications – then that's great!

- Previous supervisory experience
- Experience working within Facilities Management
- Experience of working in a local government environment
- First aid qualification

Our employees' skills, experience and knowledge are essential to our success along with their happiness, commitment, enthusiasm and motivation to be the best they can be.

What can you expect from us?

- A fair salary and benefits
- Opportunities for good health and wellbeing
- Help you to grow, develop and to do your best
- Enable you to be creative and innovative
- Fully involve you in changes that affect you and your work
- Listen, and act on your ideas and feedback

Working together, we are proud to work for Tameside

Our **STRIVE** values underpin our practice and behaviours and are at the heart of everything that we do:

