



Job Description

Job Title	Cleaning Supervisor
School/Service/Institute	Estates and Commercial Services
Normal Workbase	Stoke
Tenure	Permanent
Grade/Salary	Grade 3
FTE/Hours	37 hours per week/1.0 FTE

Job Purpose

To support the Facilities Management team in maintaining clean, tidy and secure internal and external environment. To provide domestic services to the University's buildings in accordance with the University Cleaning Specification. To supervise campus cleaners as necessary to provide excellent levels of customer care

Relationships

Reporting to:	Cleaning Manager
Responsible for:	Cleaning Team Members
Key working relationships:	Wider Cleaning Team and Building Users

Main Activities

- Undertake and supervise, the cleaning of designated areas of University either internal or external in accordance to the required standards and specification
- To ensure that the areas are kept in a clean and hygienic condition. This will include washing, sweeping, vacuum cleaning, emptying litter/rubbish/ recycling bins, polishing, dusting, carpet cleaning, window cleaning, and using the necessary powered equipment where appropriate.
- Designated areas will include toilet and associated facilities
- Maintain and clean all powered equipment and general equipment used for cleaning and ensure that it is in a safe condition. Ensure all rechargeable equipment is placed on appropriate charge post use to ensure continuity of service
- Report any area where faulty equipment, maintenance issues or defects are found

- To undertake appropriate professional development and mandatory training activities as identified or required (See Professional Development section).
- Use the correct cleaning materials and dilution rates together with the safe handling of all products using resources in the most cost effective and appropriate manner
- Undertake manual handling as instructed to facilitate the movement of furniture or equipment
- Ensure that scheduled work is completed within agreed timescales
- Replacement of consumable items, e.g. soap, toilet rolls, towels, etc. Unpack and store
- External area litter picking, specifically ensuring detailed attention to building entrances and external bins
- Work in compliance with Health and Safety regulations and good working practices
- Reporting of repairs required to cleaning equipment and identified faults and/or repairs required in allocated areas. Attending relevant staff development training courses as directed
- Responsibility for allocated keys, and the operation of building security procedures as directed by the Head of Facilities Management or their nominated deputy
- To ensure the security of rooms is maintained
- To transfer between working areas as instructed by the Cleaning Manager 15. Provide excellent levels of customer care to colleagues, staff, students and visitors to the University
- Any other reasonable duties, as may be required from time to time, by the Head of Facilities Management or their nominated deputy
- The role holder is required to minimise environmental impact in the performance of their role and to actively contribute to the delivery of the University's Environmental Sustainability Policy

Special Conditions

Every member of our team makes a difference to our customer's experience. You will come across customers as you walk around our Estate and in every interaction you have throughout the working day; we rely on all of our staff to be diligent, helpful, kind and courteous to all our customers, colleagues and each other.

Please read this job description thoroughly before submitting your application. As well as meeting the essential requirements of the person specification, be sure that you can demonstrate commitment to our values, teamwork, reliable attendance, dedication and the ability to show diligence, care and respect to our customers, visitors and colleagues.

Within the context of the main activities, manual handling and heavy lifting may be required. Uniform and protective clothing will be provided and must be worn whilst on duty only.

This is a permanent full time post working 37 hours over a 7-day week on a shift basis, although requests for part time hours will be considered. There is a requirement to work

on an agreed shift pattern, which includes nights, weekends and bank holidays.

Professional Development

The University will support and encourage the postholder to engage in continuous professional development activities through the YOURCareer@Staffs framework. This framework supports postholders to identify appropriate development opportunities. Continuing Professional Development (CPD) activity will be recognised by a bi-annual Performance and Development Review (PDR) discussion.

Variation to Job Description

The University reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus, it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

Conditions of Service

The postholder will be employed by Staffordshire University Services Limited. Staffordshire University Services Limited is a wholly owned subsidiary company of Staffordshire University which recruits and provides both academic and professional support staff to the University. You will be subject to Staffordshire University's policies and procedures and will be eligible to participate in the Staffordshire University Pension Scheme.

Application Procedure

We encourage applicants to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user friendly and simple to complete.

We ask that all applicants ensure that they have provided comprehensive information under each criterion in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section. The University will use anonymous application forms for this role; however, we recognise that applicants may want to include additional information. If you choose to upload any supporting documents that contain identifiable data, your application will no longer be considered anonymous.