

South Downs Leisure

IDENTIFICATION OF JOB

JOB TITLE	-	Cleaning Supervisor
DEPARTMENT	-	Operations
TEAM	-	Cleaning
WORKING BASE	-	Worthing Leisure Centre
RESPONSIBLE TO	-	Facility Manager

OVERALL PURPOSE OF JOB

Supervise the daily cleaning schedule, ensuring the cleaning specification is met in full. Act as the main point of contact and be responsible for daily inspections. Lead and motivate the cleaning team to achieve and maintain high standards at all times. Provide support to the cleaning team as required, ensuring that teamwork is actively promoted. Report any defects or H&S concerns as required and always promote and adhere to the SDL safe working practices.

Job Specific duties

- Fulfil the cleaning needs of the facility as per the specification. Cleaning tasks include:
 - Vacuuming
 - Dusting
 - Sweeping
 - Mopping of floors, corridors and rooms
 - Ensure the changing rooms and toilets are cleaned
 - Ensure that cleaning materials are safely stored
 - Maintain a clean, safe and hygienic work area at all times.
 - Operate machinery; scrubber dryers, carpet cleaners & hoovers
 - Ensure chemical stores are kept clean, safe and tidy at all times
- Complete the daily cleaning inspections
- When required, prepare orders to replenish chemical and consumable stocks
- Lead by example and demonstrate high standards of cleaning at all times
- Report any defects or H&S concerns
- Ensure products, equipment and materials are properly stored and used.
- Ensure cleaning team comply with SDL systems and processes, including the wearing of SDL uniform
- Act as key holder and be responsible for securing the facility, when required



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Customer Service

- Adopt the H.U.G strategy and provide a welcoming and efficient customer service
- Ensure that a high level of customer service is maintained by being helpful & courteous, when required

General

- Provide a high-quality service throughout all areas of work (including seeking areas of continuous improvement and development)
- To undertake other duties appropriate to the post that may be requested from time to time by the Line Management and in line with the trust policies.
- Adhere to and keep up to date with all job-related Health & Safety legislation and requirements.

Training

- Ensure activities are undertaken in line with quality management, health & safety, legal requirements, environmental policies and duty of care (Training to be provided)
- Trained in Emergency First Aid



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