

JOB DESCRIPTION

Job Title:	Supervisor – Nights
Location:	Dartford
Shift Pattern:	1900 – 0700 (Nights) (4 On / 4 Off Rota)
Hours:	38.5 Hours/Week
Rate of Pay:	£11.60/Hour
Status:	Full Time / Permanent
Reporting To:	Site Operations Manager

OUR VALUES AND BEHAVIOURS

Respect - This means respecting each other, great communication, valuing contributions, respecting differences and supporting one another.

Collaboration - This is all about teamwork and remembering that we are all working towards the same goal. It's also about how we work with our clients and their other suppliers. We are one team!

Integrity - This is about being honest, reliable and trustworthy and always delivering on promises.

Innovation - This is about striving to always improve, working smarter, coming up with new ideas and having the confidence to share them. At the same time it's about embracing change.

Excellence - This is all about striving to be the very best brand ambassador, exceeding expectations to build value and give us and our clients a real competitive advantage.

Trust - This is all about being consistent, organised and reliable. It's also about doing what you say you are going to do and not promising what you can't deliver.

Overview of Job Description

ABM Facility Services UK are looking to recruit Supervisor's on a full-time permanent basis for a high-profile client within the Dartford area. The successful candidate will support the Site Operations Manager and Senior Supervisor in the delivery of the operational management of the contract, ensuring that the operation is managed in line with company policies and procedures. The successful candidate will also need to display the ability to lead and engage their team to deliver and be able to work as part of a team in a physically demanding, fast paced environment that provides janitorial and waste removal services for the client. Our teams consist of ambitious and motivated individuals who contribute to making a fun and friendly working environment.

Main Duties & Responsibilities:

- Working within our great janitorial and waste removal team in a warehouse environment, carrying out duties effectively and efficiently.
- Duties will include providing leading and engaging a team to deliver high janitorial service both internally and externally in welfare areas, such as: washrooms, break rooms and the canteen, social areas, such as: reception, offices and the locker room and production areas, such as the main production floor.

- Duties will also include overseeing the handling of waste generated on site via the approved waste streams and ensuring that this is ready for transportation.
- Providing training to your team on the use of both walk-behind and ride-on sweepers and scrubber-dryers, along with other cleaning equipment. Ensuring that all equipment is kept clean, well maintained and in a safe working order.
- Ensuring that your team is responsive to any spillages and callouts from the clients on site team.
- Communicate effectively with your team and line manager – we all work together.
- Ensuring that yourself and your team wear protective clothing (PPE) and comply with Health & Safety legislation and policies.
- The post holder will need to be able to work on their own initiative as well as part of a team and exhibit great communication skills and be able to confidently communicate with their team members and those of the client.
- The successful candidate will be required to undergo full training on all cleaning methods and cleaning equipment.
- Full training will be provided.

Person Specification:

- Satisfactory response from Disclosure Board at a basic level and knowledge of health and safety requirements or a willingness to learn.
- Knowledge of cleaning methods or a willingness to learn.
- High attention to detail.
- An ability to work under pressure.
- Able to work both independently and as part of a team.
- An ability to quickly adapt to a very busy operational environment.
- A reliable and flexible approach to work.
- Excellent written and verbal communication skills in English.
- This is an active role that requires you to be physically fit.

Essential

- Willingness to participate in the company's screening process' including completing a basic DBS check and submitting to random drug and alcohol testing.
- Previous experience in a supervisory/managerial setting.

Desirable

- First Aid at Work certificate.

Health & Safety Responsibilities

- Follow Group and company policies and procedures at all times.
- Report any apparent deficiencies in systems of work or equipment provided that may result in failure of service delivery or risk to health and safety or the environment.
- Use all work equipment and personal PPE properly and in accordance with training received.
- Report any issues or training needs to your Line manager and /or via your divisional incident reporting system.

NOTE

This job description is intended to give the post holder an appreciation of the role envisaged for this position and the range of duties undertaken. Specific tasks and objectives will be agreed with the post holder throughout the period of employment. The job description may be varied from time to time by the Company to reflect changes in the post holder's role and/or the needs of the business.