

JOB DESCRIPTION

JOB TITLE: Cleaning Supervisor

LOCATION: Edinburgh

REPORTING TO: Branch Manager

SHIFT: Monday to Friday 18:00 – 21:00 (15h per week)

PAY RATE: £10.50 per hour

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

Supervising a team of cleaners within our client's prestigious offices. Ensuring all tasks are completed by the team to the required standards. Ordering stores and cleaning materials, managing holiday requests, and covering shifts submitting time sheets to Branch Manager. Ensuring all KPI's are met. This is a working Supervisor Role.

Main Duties & Responsibilities:

- Managing and organising the cleaning Team to complete all tasks.
- Carrying nightly inspections of the cleaning.
- Ensuring premises are safe and disinfected regularly
- Removing waste, replenishing consumables and supplies and attending reactive jobs (spillages)
- Customer Service as working along Client and Client's staff

Person Specification:

- Must be well presented and good communicator
- Must have a can do attitude and polite and approachable demeanour
- Hardworking and pro active, good timekeeping and attendance record

Essential

- To provide sufficient information to successfully pass vetting.

Desirable

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.

Please note that ABM are an equal opportunities employer, we do not discriminate and welcome all responses