

## JOB DESCRIPTION

**JOB TITLE:** Night Cleaning Supervisor

**LOCATION:** JPMorgan 25 Bank Street

**REPORTING TO:** Night Manager, 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

- Experienced cleaning operatives with great attention to details required.
- ABM uniform will be provided and must be worn at all times.
- To carry out cleaning duties as directed by the night manager, supervisor or team lead

### Main Duties & Responsibilities:

Duties include:

- Office Cleaning / Work station cleaning (IT equipment)
- Hard floor Cleaning (Use of Buffing machine / Scrubber Dryer) Training given
- Vacuuming / Dusting / Waste removal
- Kitchen / Vending area Cleaning
- Washroom /Toilet cleaning
- Machine Carpet cleaning
- Touch Point Cleaning & Fogging

### Person Specification:

- Previous cleaning experience preferred
- Good communication skills both verbal and written
- Smart Clean Appearance
- Can work as part of a team as well as working alone
- Being able to use a buffing machine an advantage (not essential as training will be given)
- Experience of working nights an advantage but not essential
- A proactive/can do attitude to work.

### Essential

- Candidates must be punctual, trustworthy and have a good eye for detail.
- Good communication skills both verbal and written
- As part of the recruitment vetting process for our client site all successful candidates will be required to complete a background verification and undergo security checks, including criminal/credit checks prior to start date. You will be asked to provide documented evidence of eligibility & all applicants will need to have 6 years checkable accommodation addresses (This process will be explained in more detail at interview stage).

### 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.***