

JOB DESCRIPTION

JOB TITLE: Site Person In-Charge (Nights)

LOCATION: London

REPORTING TO: Night Cleaning Supervisor

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

Main Duties & Responsibilities:

As a Cleaning Supervisor you will be responsible for all day to day aspects relating to the management and maintenance of the cleaning service on site. You will need to provide sufficient cover and allocate cleaning tasks during periods of staff absence or holidays, monitor cleaning operatives' attendance, communicate any staffing issues immediately to your line manager and respond to all requests within a reasonable time frame as required.

Person Specification:

Essential

- Team Leading & cleaning experience preferred
- Ability to communicate at all levels, with good written and spoken English
- Basic IT skills is essential
- Ability to work to set schedules and on own initiative
- Flexible and proactive attitude essential
- Understanding & knowledge of health and safety policies
- Needs to represent ABM values on site by being presentable, uniformed, and helpful always Willing to go the extra mile
 - Experience of co-ordinating a range of tasks and individuals

Desirable

- SPC card
- First Aid Certificate
- DTA
- Sentinel
- Passport to Depot

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.