



Role Profile

MOBILE AREA CLEANING SUPERVISOR			
Reference No:	A5046		
Service:	Facilities Management		
Job Family:	Cleaning/Caretaking/Janitorial	Grade:	FC5

Purpose
Under the direction of the Area Coordinator, monitor quality standards, oversee and provide training/support, undertake recruitment, ensure compliance, identifying/maintaining cleaning equipment requirements/inventory and provide direct support to all cleaning staff including line management responsibilities.
The postholder will be expected to travel round multiple Education, Social Work/Housing and Commercial units within a designated area.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Line managing of cleaning services in multiple units including the allocation and monitoring of work, while ensuring quality standards are maintained. Supporting and mentoring site supervisors Facilitating communication between staff and facilities coordinator, acting as spokesperson and participating in meetings and discussion groups.	Ability to provide a regular and effective service Team working skills Communications skills Experience in a facilities/cleaning environment	✓ ✓ ✓ ✓	
Provide training including Cleaning Operative Proficiency Certificate (C.O.P.C.) and assessment of same, ensuring certification of staff is correct and recorded and following all HR procedures to the appropriate level.	Previous training experience People management experience/skills	✓ ✓	

E = Essential Criteria D = Desirable Criteria

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	Organisational skills	✓	
Monitor efficient and effective use of resources e.g. mechanical and electrical machinery, chemicals and council vehicles.	British Institute of Cleaning Science (Bics) or Certificate of Cleaning Operators Proficiency Certificate (COPC)	✓	
Completion of paperwork, ordering of stock including workwear, monitoring stock control, and ensuring compliance (COSHH sheets, risk assessments, logbooks, etc)	Administration skills	✓	
	Numeracy/literacy skills	✓	
	Understanding Health and Safety Policies and Procedures	✓	
	IT skills e.g. (Office 365) (Oracle) (Word) (Excel)		✓
Organising and participating in recruitment of cleaning staff	Interview skills		✓
Assisting cleaning supervisors to resolve problems and local issues. Liaising with clients, making decisions at local level.	Initiative taking skills	✓	
	Problem solving skills	✓	
Carry out 'return to work' meetings, Toolbox Talks etc, dealing with and reporting any staffing issues and investigating customer/client complaints under the direction of the Facilities Coordinator. Communicating and informing customers of methods and timescales,	Experience and awareness of absence management policies and procedures	✓	
	Experience and awareness of "How We Work Matters"	✓	
	Customer Care	✓	
Assisting in the evaluation of new products and equipment	Produce an objective report on findings		✓
Undertake Cleaning Supervisor role in units where one is not present. Including allocation of duties, work rotas where necessary. Encouraging and motivating the workforce in order to promote service objectives and quality standards	Supervisory experience	✓	
Visiting multiple units throughout the shift	Driving License	✓	

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	Ability to travel at short notice to other Fife Council establishments	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required	
Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.	
Additional Information – the following information is available:	Expected Behaviours
<ul style="list-style-type: none"> Skills Framework (if applicable) How we work matters 	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>

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