

CLEANING SUPERVISOR			
Reference No.	G122.01 (2)	Type	Generic
Service	Facilities Management		
Job Family	Technical 3	Grade	FC3

Purpose
Under the direction of either the Janitor or Area Co-ordinator, supervise and allocate work, monitor standards and complete all required paperwork. Being responsible for adherence to set budgets and the completion of unit monitoring as directed by the Line Manager.

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
Allocating and monitoring work, ensuring standards are maintained.	<p>Team working skills (Work together – See ‘How We Work Matters’ Framework)</p> <p>Initiative taking skills</p> <p>Communication skills</p>	<p>✓</p> <p>✓</p> <p>✓</p>	
Supervising staff, providing training and guidance, following HR procedures to the appropriate level.	<p>Supervisory skills</p> <p>People management skills</p> <p>Organisational skills</p>	<p></p> <p></p> <p>✓</p>	<p>✓</p> <p>✓</p>

Role Profile

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
Cleaning, washing, sweeping, vacuum cleaning, emptying litter bins, polishing and dusting of designated areas which may include toilet (and associated facilities) and fixtures and fittings.	Experience of cleaning in a professional environment (Deliver results) BICs Certificate or equivalent Understanding of health & safety requirements Customer care skills (Focus on customers) Prioritisation skills (Embrace technology and information)	✓ ✓ ✓ ✓	
Using powered equipment if necessary.	Manual Handling Awareness (Take ownership) Ability to provide a regular and effective service	✓ ✓	
Completing paperwork.	Administration skills Numeracy skills Literacy skills IT skills	✓ ✓ ✓	✓
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Role Profile

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:

Task or Responsibility	Skills, Knowledge Qualifications or Experience	E	D
MOBILE CLEANING SUPERVISOR			
You may be asked on a daily basis to move from one establishment to another to provide cover. When not providing cover you will remain in the establishment specified in your base. Some degree of flexibility in working arrangements may be required.	Ability to travel throughout Fife within a limited timescale	✓	

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

Before confirming appointment: you may be required to have a PVG or Disclosure check. Please refer to the job advert for clarification of the specific requirement.

Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How We Work Matters**

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results