

THE ACC LIVERPOOL GROUP

Job Description & Role Profile



Operations and VM

Cleaning Supervisor

REPORTS TO: Cleaning and Waste Manager

DIRECT REPORTS: N/A

JOB PURPOSE

To be responsible for the running of the day to day cleaning operation across the ACC Liverpool Campus.

To supervise the cleaning operatives to ensure they are working inline with ACC Liverpool processes and procedures.

MAIN DUTIES AND RESPONSIBILITIES

- Working with the Cleaning and Waste Manager to motivate and encourage all personnel under your supervision.
- Direct the team to undertake cleaning tasks as required to meet the responsibilities of this job role
- Ensure that all equipment is safely and properly used by team members and that any faults are promptly reported and fixed
- Ensure that staff who operate mechanical sweeper, machines and other mechanical equipment are properly trained and licensed to do so
- Ensure that safe work practices are followed by all team members
- Ensure that all team members are wearing the correct uniform and PPE at all times whilst on shift.
- To fulfil the role of an event cleaning supervisor as and when required, ensuring all event spaces are cleaned to the highest possible standard.
- Maintain effective communications with the Cleaning and Waste Manager.
- Allocate ad hoc cleaning duties as they are logged for the Cleaning team via the Halo system.
- Ensure all cleaning storage areas are kept clean and accessible. Accountable for all equipment to be returned to storage after use.
- Assist the Cleaning and Waste Manager in the sign in and out of staff, ensure accurate data is captured.
- Monitor casual and agency staff whilst on shift if applicable.

- Support the Cleaning and Waste Manager in arranging cover for staff absence and sickness.
- Ensure any COSHH items are correctly stored in the relevant cleaning cupboards.
- Complete a weekly stock take on all consumable items, requesting any additional stock to be ordered through the support services team.
- Produce a weekly summary report for the Cleaning and Waste Manager of any cleaning tasks that are planned for the following week.
- Carry out toolbox talk with all team members as per the Operations and Venue Management programme, or as directed by the Cleaning and Waste Manager.
- Undertake documented cleaning audits on the day to day cleaning elements of the building.
- Ensure all staff areas are kept clean and tidy at all times.
- Deputise for the Cleaning and Waste Manager as and when required.
- Maintain PPE to ensure all issued PPE is worn when and where appropriate and stored carefully in the lockers provided when not in use.
- To perform window cleaning services across the campus, both internal and external.
- To undertake cleaning of the cladding located around the external of building.

MANAGEMENT / SUPERVISOR RESPONSIBILITIES

- Assist and contribute to the evaluation of team members' work performance and appraisal assessments to ensure their training needs and development are met.
- Deputise for the Cleaning and Waste Manager as necessary.

GENERAL

- To contribute to the success of our One Team culture to deliver our aims and objectives, maintaining a flexible and positive attitude.
- To adhere to The ACC Liverpool Group's Health and Safety policies and procedures and to observe a duty of care to all visitors, staff and contractors to ACC Liverpool.
- To undertake any other duty commensurate with this post as determined by your manager.
- This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.
- It is inevitable over time that the emphasis of this job will change, therefore this information will be periodically reviewed, revised and updated involving the post holder.

ROLE PROFILE

ATTRIBUTES	DESCRIPTION	ESSENTIAL/ DESIRABLE	HOW MEASURED
TRAINING & QUALIFICATIONS	Manual handling certificate COSHH Awareness	Desirable Desirable	I A
EXPERIENCE	Demonstrable experience of sector and especially arena workings Demonstrable experience of cleaning roles	Desirable Desirable	I A
SKILLS & KNOWLEDGE	Understanding of health and safety	Essential	I A
KEY ATTRIBUTES	Pragmatic Resilience Confidence	Desirable Essential Desirable	I A

Key for How Measured:

I - Interview

P - Presentation

A - Application

E - Exercise

T - Test

AC - Assessment Centre

CS - Case Study

Signed by Employee:

Date:

Signed by Line Manager

Date