

JOB DESCRIPTION

POST TITLE: Cluster Supervisor

DIVISION/UNIT: Cleaning Unit

GRADE: 6

RESPONSIBLE TO: Facilities Officers

RESPONSIBLE FOR:

- Lead Cleaners
- Cleaning Monitor
- House Clearance Operatives
- General Assistants
- Senior Resources Assistants
- Resources Assistants
- Communal Cleaners
- Void House Cleaners
- Cleaner (Key holders)
- Cleaners

Job Purpose

Under the direction of the Facilities Officer, the Cluster Supervisor will take responsibility for the supervision of employees within a large school/college or a number of establishments within a cluster group, delegating duties as required, to ensure that the required level of service is delivered and that these premises are kept in a clean and hygienic condition.

Main Duties and Responsibilities

1. Ensure that Safe Working Practices are adhered to, in accordance with Health and Safety Legislation and Tayside Contracts' Occupational Health and Safety Policy.
2. Uphold and embrace Tayside Contracts vision and values by working in partnership with internal colleagues, external clients and other stakeholders to deliver an efficient and effective service.
3. Treat all individuals with dignity and respect and support Tayside Contracts' Equality and Diversity Policy.
4. Supervise and prioritise, on a daily basis, the work of the Team in your remit and assist with the implementation of employment policies.
5. Ensure a consistent and efficient level of services within your remit and that rotas are designed and implemented.
6. Monitor quality and standards of work performance on a regular basis taking appropriate action where standards are below those required.

7. Ensure adequate resources are in place at all establishments within area of responsibility during episodes of sickness absence and re-prioritise work as necessary, liaising with the Facilities Officer.
8. Ensure that an adequate supply of materials is available on all sites and that usage levels and dilution rates are being adhered to and appropriate safety precautions are being undertaken in the cluster group.
9. Deal with any complaints or adverse client reports by organising remedial works wherever possible, inform the Facilities Officer of the complaint, the actions taken to resolve it and any further action required.
10. Carry out administrative tasks relative to the post, including stock control, and also checking and authorising Lead Cleaner and Resources Assistant paperwork, as necessary.
11. Carry out briefings, ensuring effective dissemination of relevant corporate and departmental information to employees within the teams.
12. Conduct regular inventory checks of equipment and machinery and provide relevant information to Facilities Officers.
13. Order approved cleaning utensils and cleaning agents, ensuring their safe and economic use within budgetary controls.
14. Conduct site specific risk assessments on an annual basis for the buildings within your remit.
15. Co-ordinate, organise and supervise deep cleans at specific times of the year.

NOTE

You will be required to undertake other duties appropriate to your grade as directed.

Working Environment	Physical Coordination	Physical Effort	Mental Skills	Concentration	Communication Skills	Dealing with Relationships	Responsibility For Employees	Responsibility for Service to Others	Responsibility for Financial Resources	Responsibility For Physical & Info	Initiative & Independence	Knowledge
1	3	4	3	3	3	1	3	2	2	3	3	3