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**Job Description**

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| **Job title:** | Morning Cleaning Supervisor |
| **Department/School:** | Sports Development |
| **Grade:** | 3 |
| **Location:** | Sports Development Facilities |

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| **Job purpose** |
| 1. To assist in the efficient, effective and economic delivery of services and the utilisation of resources to fulfil the requirements of the University of Bath within the Sports Department 2. Under the direction of the Cleaning Team Leader and Shift Managers, ensure that the sports facilities and associated areas are cleaned and maintained to the standards as directed by the Sports Facility Manager. 3. To ensure that the Facilities are always operational in accordance with all current legislation and statutory requirements (in particular the Health & Safety at Work Act 1974). |

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| **Source and nature of management provided** |
| Cleaning Team Leader / Facilities Manager STV / Shift Managers |

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| **Staff management responsibility** |
| Supervision of 7 Cleaners (not direct Line Management) |

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| **Career and Professional Development Activities** |
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| **Special conditions** |
| Working 25 hours per week Mon-Fri 0400-0900 |

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| **Main duties and responsibilities** | |
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| **1** | Undertake Porterage of Facility furniture and equipment. |
| **2** | To clean any areas designated by the Cleaning Team Leader, ensuring that sports facilities and associated areas are cleaned and maintained to the standards as directed by the Sports Facility Manager. |
| **3** | Assist with the maintenance of the Sports Institute Facilities, refill soap and toilet roll dispensers. |
| **4** | Report defects to the Shift Manager/Sports Facility Manager. |
| **5** | Be prepared to undertake training and development of skills related to the duties of the post |
| **6** | To keep regular checks on all sports facilities and equipment to ensure repairs and hygiene are maintained. |
| **7** | To apply to all COSHH (Control of Substances Hazardous to Health) Regulations. |
| **8** | Ensure correct Personal Protective Equipment (PPE) is worn, if needed, if dealing with chemicals. |
| **9** | To ensure regular maintenance checks are carried out on all cleaning machines and kept to a hygienic standard and are in a good state of repair. |
| **10** | To ensure outside refuse areas are always clean and tidy. |
| **11** | To ensure we comply with the University’s Green Impact energy scheme in which all recyclable goods are sorted correctly into the correct areas. |
| **12** | Carry out such duties as required by the Cleaning Team Leader within the scope of the post. |
| **13** | To ensure excellent customer service and to ensure safety measures are adhered to all times. |
| **14** | To ensure all cleaning store cupboards are tidy and that all chemicals are stored correctly in accordance to the COSHH standards. Inform Line Manager of stock levels in a timely manner |
| **15** | To ensure that all Normal Operating Procedures and Emergency Action Plans are adhered to at all times. |
| **17** | Supervise the Morning Cleaners ensuring all areas are cleaned to the highest standards and IAW instructions from the Cleaning Team Leader |
| **18** | Liaise directly with the Cleaning Team Leader via email highlighting any areas for concern or improved ways of working. |
| **19** | Conduct Return to Work interviews when required passing paperwork to the Cleaning Team Leader for action. |
| **20** | Planning a week ahead to ensure the Morning Cleaning Team cover all areas taking into account planned absences and reacting to unplanned if required. |
| You will from time to time be required to undertake other duties of a similar nature as reasonably required by your line manager. | |

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**Person Specification**

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| **Criteria** | **Essential** | **Desirable** | **Assessed by** | | |
|  |  |  | A/F | I/T | R |
| **Qualifications** |  |  |  |  |  |
| COSHH training |  | X | X |  |  |
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| **Experience/Knowledge**  Previous cleaning experience  Previous cleaning experience in Multi Sports Complex  Health and safety at work | X | X  X | X | X  X |  |
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| **Skills** |  |  |  |  |  |
| Working with Cleaning Machines  Handling cleaning chemicals |  | X  X | X | X |  |
| Basic IT knowledge | X |  | X |  |  |
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| **Attributes** |  |  |  |  |  |
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| Ability to work as part of a team  Courteous and polite | X  X |  |  | X  X |  |
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Code: A/F – Application form, I/T – Interview/Test, R – References