



## Cleaning Supervisor

<b>Department</b>	Operations
<b>Job Title</b>	Cleaning Supervisor
<b>Salary</b>	Competitive, dependent on experience.
<b>Contract type</b>	Full Time
<b>Hours</b>	40 hours per week The candidate will be required to have a flexible approach to working hours, including match days, events, evenings, weekends, and such hours as necessary
<b>Responsible for</b>	
<b>Responsible to</b>	Operations Manager/Maintenance Manager
<b>Locations</b>	Gillingham FC ME7 4DD Beechings Cross Training Ground ME7 2UB
<b>Regular working hours</b>	Office hours are Monday to Friday 9am – 5pm. The post holder is to expect regular weekends & unsocial hours as part of an irregular working pattern. Annual leave is strictly restricted within key days.

### Purpose of the post

Gillingham Football Club is looking for a reliable, experienced Cleaning Supervisor to work across both our stadium and training ground site leading the supervision of our Cleaning Operatives.

In this vital role, as part of our operations, you will contribute to the smooth running of the stadium and training ground on a day-to-day basis by carrying out a wide range of cleaning duties. The role will involve undertaking planned and reactive and pre-planned cleaning as required and compliance checks.

Our ideal candidate will have previous experience working in a cleaning supervisory role, with relevant qualifications, training or experience covering First Aid, Health and Safety, and Safeguarding.

### Job Description

Core Duties:

- Lead the cleaning operatives' team in carrying out all aspects of job description.
- Cleaning of all floor surfaces, including vacuuming, mopping, carpet cleaning, vinyl floorings, concourse and stadium flooring and steps.

- Cleaning of stadium seating and external areas (stands).
- Cleaning the showers and changing rooms of all sites.
- Regular use of cleaning machines ensuring general care and upkeep of these. Including ride on machines and hand driven units.
- Dusting all fixtures and fittings (skirting, radiators, windowsills, desks etc.)
- Cleaning and disinfecting toilet areas to include basins, WC, work surfaces and hand dryers
- Ensuring toilet and washrooms areas are continuously serviced, including the refilling of dispensers.
- Hand sanitiser monitoring across all sites and stations
- Disposing of any rubbish for all areas of all sites following waste disposal protocols
- Cleaning of all internal and external glass surfaces where practical
- Waste and cleaning management pre/post-match
- Liaising with the line manager to ensure that you always have sufficient cleaning products.

#### Health & Safety:

- Liaise and report to the Operations Manager/ Maintenance Manager on any defects concerning Health and Safety at either site or general maintenance.
- Be conversant with current Health & Safety legislation with relevance to safe working practices.
- That all ingress and egress routes within the stadium and training ground are clear of obstructions and that the surface does not present a hazard to Staff /Public.

#### Records:

- Reporting any breakages that occur during the cleaning process on the appropriate document provided
- Ensure the reporting of repairs and maintenance is completed correctly from cleaning operative team.
- Completing the cleaning schedule daily/weekly and reporting and collecting cleaning operatives to ensure quality and control of cleaning is to the highest standard.
- Report to Operations Manager/Maintenance Manager any inadequate cleaning/ reporting from cleaning operatives
- Schedule and update cleaning schedules when needed dependent on cleaning operatives shifts and companies' day to day schedule.

#### General Duties:

- Follow all Club Policies, such as Equality & Diversity, Health & Safety, Safeguarding, Anti-Corruption & Bribery and GDPR.
- Make suggestions to improve the working environment and contribute to positive employee relations within your area of work and Gillingham Football Club as a whole.

- To take reasonable care for the health and safety of yourself and other employees and members of the public who may be affected by your acts or omissions at work.
- Ensure effective communication within your work team and across Gillingham Football Club whilst actively offering support and guidance as necessary.

### **Person Specification**

#### Essential Criteria:

- Previous cleaning and supervisory experience within a similar role is essential
- Be able to work well as part of a team with a positive attitude
- Good communication skills
- Ensure that areas are always cleaned to the highest standards
- Be physically fit as on feet for majority of shift
- Always maintain Health and Safety standards
- Make sure equipment is cleaned and placed back undamaged after shift.
- Able to use a variety of cleaning products and equipment.
- Excellent organizational skills.
- Able to complete tasks on time with minimal supervision.
- Available to work mornings and evenings, plus weekends, as needed.

#### Desirable:

- Understanding of COSHH is desirable, but not essential.
- Driving Licence is desirable, but not essential