

Job Description & Person Specification



Job Title	Cleaning Site Supervisor
Division/Location	Cleaning
Reporting to	Area Cleaning Supervisor / Manager
Weekly Hours	
Grade/Salary	£9.22 Per hour

Job Description
The Role:
Responsible for supervising the cleaning of the designated site, ensuring that the necessary standards are met and operating in line with Client and Norse Policies and Procedures.
Main Responsibilities
<ul style="list-style-type: none"> • Day to day supervision of the staff. • Induction and training of the cleaning staff. • Correct daily – signing in & out procedure • Ensure all site-based staff understand and achieve objectives set by our customers in partnership with Devon Norse management and are fully aware of the quality, performance and administrative requirements. • Comply at all times with Health & Safety regulations and abide by the Health & Safety training provided. • Maintain high levels of customer service. • Ensure the correct PPE is worn at all times whilst on duty. • Demonstrate Norse values at all times. • Report faulty machinery and possible Health & Safety hazards to Supervisor/Manager. • Undertake specified training and development as required • Demonstrate personal commitment to the Norse Way CSR strategy
Other Duties The duties listed are not exhaustive and may be varied therefore the post holder will be expected to undertake other duties as appropriate to the role and as requested by his/her line manager.

Approval/Review Date			
Approved by Operations Director:		Date :	
Approved by HR Director:		Date :	

Person Specification			
Category	Requirement	Essential or Desirable	Assessment Method Application Form (AF) Interview (I) Test(T)
Qualifications/ Knowledge/ Training	Knowledge of Health & Safety Requirements.	Desirable	AF/I
Experience	Previous supervisory, team leader or management experience	Essential	AF/I
	Experience within a commercial cleaning environment	Essential	AF/I
Skills/Abilities	Able to work alone or part of a team.	Essential	AF/I
	Ability to accurately carry out verbal and written instruction.	Essential	AF/I
	Ability to follow Health and Safety instructions.	Essential	AF/I
	Good communication skills both written and verbal.	Essential	AF/I
	Capable of delivering a high level of customer service	Essential	AF/I
Other Requirements			

General
<p>Job descriptions are accurate at the time of compilation but are open to change and therefore will be subject to regular review.</p> <p>It is the individual's responsibility to take reasonable care for the Health, Safety and Welfare of themselves and others in accordance with the Health & Safety at Work Act (1974) and associated Company policy and procedures.</p> <p>The individual is required at all times to comply with the provisions of the Data Protection Act 2018 (DPA) and the General Data Protection Regulation (GDPR) and with any policy introduced by the Company to comply with the Acts.</p> <p>We are committed to employment practices and behaviours which encourage diversity, promote equality of treatment and eliminate unlawful and or unfair discrimination.</p>

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Approved by HR Director:		Date :	

Our Values

You will be expected to promote and adhere to the workplace values of our organisation:

Quality – We will focus on the delivery of high standards in all that we do.

Innovation – We will have the courage and commitment to embrace new ideas and support different ways of working to ensure our services are delivered in the most effective way possible.

Respect – We will aim to listen and fully understand what is required of us by the people, organisations, and communities with which we work.

Trust – We will be transparent, accountable and take ownership of our responsibilities.

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