

## CLEANING SUPERVISOR

Atlantic Caregiving Ltd seeks a reliable, responsible, and detail-oriented individual to join our team as Cleaning Supervisor to join our team, which can offer unrivalled opportunities for career progression.

As a **Cleaning Supervisor** you will be responsible for:

The supervision of all cleaning staff focusing on their performance in terms of standards of cleanliness and their behavior whilst on duty

### Key Duties and Responsibilities

- Manage, train and assess all of your caretaking team and take disciplinary actions as required
- Maintain schedules of assignments and assign employees accordingly
- Assess all client requirements and audit each job and sign off when completed to company standards
- Set company standards with your Deputy and ensure they are consistently maintained
- Prepare weekly reports for management on KPI's, team and individual performance, queries and/or concerns
- Ensuring that a first-class cleaning service is delivered to all areas of building areas as well as residential.
- Report any defects/issues to the relevant member of staff for example maintenance issues.
- Maintain stocks and order materials from approved suppliers as necessary
- Ordering and keeping inventory of cleaning supplies and equipment
- Monitoring of all cleaning activities
- Ensuring all staff are aware of the Health and Safety policies and procedures

### Minimum Qualification and Experience

- The successful candidate for this role should have:
- At least 5 year experience in a cleaning environment
- Previous experience of managing a team
- The ability to implement and adhere to standards and procedures
- Health and Safety experience
- Good interpersonal skills
- BICs cleaning qualification or equivalent is also desirable, but not essential
- Must be willing to work weekends, public holidays and nights
- Experience in offering high level of service in a 5-star environment

Please forward your resume to [acg@queenmgt.com](mailto:acg@queenmgt.com) with reference to “Cleaning Supervisor” in email subject line.

**Closing date: August 7, 2019**