

dynamic earth enterprises ltd

job advert

BUILDING CLEANING SERVICES TEAM LEADER

HOURS Evening - Minimum 32 hours per week, 4:30pm to 11:45pm, variable over 7 days
RESPONSIBLE TO Building Services Supervisor
RESPONSIBLE FOR Building Cleaning Services staff

SUMMARY

Lead and supervise a cleaning team of 5 staff, ensuring a 5 star standard of cleanliness is carried out and maintained at all times. This includes the cleaning of the galleries, café, corporate areas, back of house areas, car park, external grounds and surrounding areas. The position requires lone working and work during unsociable hours with shifts from 4pm – 3am variable and a minimum of 32 hours per week. Additional coverage of daytime hours may be required during holidays and for absence cover.

MAIN DUTIES

- Carry out general cleaning duties and ensure all cleaning requirements are met to comply with the 5 star standard
- Manage and improve backshift cleaning team performance by supervising, leading and coaching staff.
- Carry out training (including induction training).
- Manage cleaning material stockholdings and inform Building Services Supervisor of requirements.
- In consultation with the Building Services Supervisor organise sufficient cleaning staff rota's to fulfil business requirements, such as evening events and day business,
- Ensure all cleaning equipment is in good working condition and that items are maintained and cleaned.
- Communicate effectively with Building Services Supervisor during weekly meetings and on an ongoing basis
- Ensure backshift time sheets are completed correctly, authorised and submitted to payroll at the appropriate time every week,
- In addition to the duties and responsibilities listed, the job holder is required to perform other duties assigned by their Supervisor or Director which may be necessary from time to time to ensure the smooth running of the department

QUALIFICATIONS / EXPERIENCE

- Previous contract cleaning experience is essential
- Conscientious worker able to meet the required quality of cleaning around the site with the ability to work unsupervised using their own initiative where necessary
- Good time keeper and a self starter are essential to the role
- Flexible and adaptable, to ensure that all tasks can be achieved to meet the requirements within the building
- Must be smart in appearance with a friendly and polite approach to staff and members of the public alike
- The successful candidates will be required to complete a basic disclosure check

TO APPLY – send a covering letter and CV

CLOSING DATE: Monday 14th August 2017

*Due to the likelihood of us receiving a high volume of applications, only those candidates selected for an interview will be contacted upon application.