

Cleaning Supervisor

'You think your pain and your heartbreak are unprecedented in the history of the world, but then you read. It was books that taught me that the things that tormented me most were the very things that connected me with all the people who were alive, or who had ever been alive.'

James Baldwin

VACANCY REFERENCE CODE: 52/2019

Please quote this code on the application form

Based at: The Reader, Mansion House, Calderstones Park, Liverpool, L18 3JB

Reporting to: Head of Facilities & Capital Development

Hourly Rate: £9.04

Hours: 24.5 hours per week across 7 days on a rota basis 06.00 – 20.00, Monday to Sunday

Duration: Permanent contract

Location: Calderstones Park, Liverpool

About this role

This is an exciting opportunity for a practically minded individual with an aptitude for co-ordination and maintaining high standards. Our buildings are public facing and need to be well maintained all year round, you will be part of the team that ensures our group members, our staff and volunteers, and members of the public have a comfortable, clean and safe environment in which to work and visit. You will have held a similar role in the commercial or social enterprise sector and will be able to demonstrate how previous experience translates to this role. You will need to be flexible to ensure that a high level of cleanliness is maintained throughout the site and oversee the work of other cleaners in the team on a daily basis.

Your main responsibilities will be:

- The supervision of all cleaning staff focusing on their performance in terms of standards of cleanliness and their behaviour whilst on duty
- Train and instruct existing/new cleaning staff
- Responsible for rescheduling staff to cover absences
- Ensuring that a first class cleaning service is delivered to all areas of each building on site by following the schedule prepared by the Head of Facilities
- Manage stock across the site and order to appropriate levels
- Monitor all cleaning activities and ensure all equipment and materials are safely maintained and stored

- Report any equipment faults to the Head of Facilities and request replacements where necessary
- Working with the Head of Facilities to ensure all H&S regulations are followed by the cleaning team and use approved cleaning materials in accordance with manufacturer's instructions and COSHH Regulations
- Report any defects or hazards to the Head of Facilities which are likely to affect security or Health or Safety

Personal Attributes and Circumstances

<p>Knowledge/ Technical Skills</p>	<ul style="list-style-type: none"> • Has sound judgement and is able to demonstrate practical planning and delivery (E) • Has strong interpersonal skills and has the ability to communicate effectively with staff, volunteers, group members, and members of the public (E) • Understands and is able to demonstrate the importance of high standards (E) • Is able to lead staff and volunteers in a cleaning team by working collaboratively and across a number of premises (E) • Understands and can demonstrate the importance of COSHH Regulations (E) • Has drive, initiative, motivation and resilience (E) • Can manage time effectively, be punctual and reliable (E) • Be flexible to changing demands of the post (E) • Be trustworthy, maintain confidentiality at all times in respect of organisational matters (E)
<p>Special Circumstances</p>	<ul style="list-style-type: none"> • Shares our ethos and values (E) • Has a proven track record cleaning buildings in the commercial and/or social enterprise sector (E) • Is a keen learner, willing to develop their skillset (E) • Believes in and supports shared reading and the work of The Reader (E)

* E = Essential D = Desirable

As part of the role you may be required to undertake other reasonable duties as requested by your line manager.

How to Apply

- Note. Please do not just send in a CV. We will only consider applications that adhere to the following process -
- Visit www.thereader.org.uk and select the 'Get Involved Section' where you will be able to view the full job description, recruitment pack and download an application form. Please complete the application form and submit to kateharrison@thereader.org.uk

Deadline for applications: 9am, Tuesday 23rd July 2019

- NB: applications arriving after 9am will not be considered
- A high volume of applications may make replies to everyone impossible.

Selection Process: If successful at shortlisting you will be invited to attend a panel interview. You may be required to complete a selection task at the interview if this is the case you will be informed of this prior to the interview date.