



Cleaning Supervisor – Job Description

Reporting to: Business Manager

Grade and Salary: BAND C

Contract Type: Permanent (15-20 Hours per week)

Job Purpose

To supervise and coordinate cleaning staff across designated sites in the Wirral, ensuring high standards of cleanliness, hygiene, and compliance with health & safety regulations.

Key Responsibilities

- Supervise, train, and support cleaning operatives on site
- Allocate daily tasks and manage staff rotas, holidays, and absence cover
- Ensure cleaning duties are completed to agreed specifications and schedules
- Carry out regular site inspections and quality checks
- Maintain stock levels of cleaning materials and equipment
- Ensure safe use and storage of chemicals in line with COSHH regulations
- Report maintenance issues, accidents, and incidents promptly
- Complete basic paperwork, checklists, and timesheets
- Support recruitment and induction of new cleaning staff when required
- Ensure compliance with Health & Safety at Work Act
- Enforce correct use of PPE
- Promote safe working practices at all times
- Undertake cleaning of allocated areas in line with specified standards and as directed. Includes cleaning, washing, sweeping, vacuum cleaning, emptying of litter bins, polishing and dusting of the designated areas (which may include toilets and shower areas) and fixtures and fittings, using where appropriate, powered equipment.
- Operate / use domestic and industrial cleaning equipment and materials, following appropriate training
- Collect and dispose of waste
- Refill and replace soap, towels and other materials

NOTE:

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive

statement of procedures and tasks, but sets out the main expectations of the Service in relation to the post holder's responsibilities and duties.

Elements of this job description and changes to it may be amended in light of organisational and service requirements.