

**Name:**

**Job Title:** Facilities Assistant Supervisor

**Job Role:** Reporting to and taking direction from The West Group Facilities, Health & Safety Manager. Responsible for cleaning and maintaining all Waterlooville facilities to a world class standard and managing the Facilities Assistant Team. Be aware of company and departmental objectives, targets and measurements and assist in the delivery of those targets. Ensure the needs of the wider operational business unit are met consistently.

**Job Responsibilities:**

- Keep all Company facilities cleaned and maintained to a world class standard at all times, inclusive of but not limited to the following:
  - a) Sweeping, vacuuming and mopping of floors
  - b) Dusting and wiping of all surfaces, such as windowsills, skirting boards and tables
  - c) Maintaining excellent standards of hygiene and cleanliness in all areas
  - d) Ensuring cleaning products are routinely stocked and topped up, such as handwash, hand sanitiser and toilet roll in all buildings
  - e) Ensuring that kitchens and bathrooms are cleaned daily and maintained to a world class standard of cleanliness and hygiene
  - f) Keeping internal windows clean and smear free
  - g) Emptying of bins and disposal of rubbish and recycling in all areas
  - h) Sanitising and wiping of all door handles and touch points
- Conduct and manage monthly deep cleaning of all buildings
- Ensure that all reception areas are inviting and showcase company image in terms of cleanliness
- Ensure bulk storage of cleaning supplies are appropriately stocked to ensure maximum efficiency and eliminate running out of items
- React quickly and efficiently to emergent priorities such as spillages or incidents to preserve cleanliness and prevent health and safety issues occurring
- Conduct work out of usual hours as the role requires and work irregular shifts when necessary
- Responsible for the management of all Facilities Assistants providing mentoring, support and development
- Conduct regular 1:1s with all reporting staff to enhance development and support with training and performance requirements
- Act as a key holder for all buildings
- Notify Facilities, Health & Safety Manager of any deficiencies and repairs required
- Provide support to general buildings/site maintenance as required
- Assist in keeping a clean and tidy working environment in the interests of organisation and safety
- Complete all other reasonable duties as required by management

Company Responsibilities

- To act as an ambassador for the company, promoting a positive image both internally and externally, demonstrating support of our strategic direction

- Be conscious of health and safety at all times whilst working
- Learn and adhere to operational procedures and systems
- Ensure adequate training is completed to fulfil the role and request further training, as necessary
- Adhere to the company standard terms and conditions of employment and be aware of duties as an employee of the Company with regard to the quality management system, general standards, health and safety and confidentiality.

**Required Job Skills:**

- Previous supervisory experience
- Previous cleaning experience on a large scale
- Ability to demonstrate knowledge and understanding of cleaning chemicals, proper storage and disposal methods as well as colour coding
- Ability to deliver world class standards of cleanliness and hygiene
- Excellent attention to detail
- Knowledge of health and safety standards
- Self-motivated with the ability to identify and complete tasks without direct supervision
- Physically able to cope with labour intensive work.
- Excellent communication skills and the ability to work as part of a team as well as on own initiative
- Excellent organisational skills
- Personable, responsive with a positive attitude and good work ethic
- Reliable and punctual
- Flexible and adaptable to change
- Full driving license preferred

**Signed:**

**Date:**