



Unit 6D, Mervue Business Pk  
Mervue, Galway.

Telephone: 00 353 91 773954

Fax: 00 353 91 773954

Web: [www.cleanrooms.ie](http://www.cleanrooms.ie)

## **Job Description for Area Cleaning Supervisor**

**Job Title:** Area Cleaning Supervisor

**Location:** Travel in various locations

**Qualifications:** See description

**Experience Required:** 1 – 2 Years

### Manage Site Operations

- Reporting to operations department
- Responsible for a number of accounts & support operations division.
- Ensure the required work, standards and financial targets are achieved in areas of responsibility.
- Contract start-up planning implement the ISO Quality Management Systems.
- Promote new/additional services on site
- Liaise with client representatives
- Promote quality client communications/partnership
- Promptly deal with any client issues or complaints
- Check that all quality related discrepancies are rectified
- Attend client meetings, become actively involved in site procedures, suggest improvements and provide feedback to clients.

### Staff Management

- Delegate work as deemed necessary
- Implement performance management systems on site and conduct appraisals and reviews
- Management of and advising onsite supervisor on disciplinary matters
- Team building
- Liaising with employees at all levels
- Identify and monitor training requirements of supervisor and staff
- Recruitment and selection of new employees
- Liaise with staff re training requirements of supervisor and staff and implement training.



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#### Administration and Budgets

- Ensure special orders of all work onsite is carried out
- Check timesheets, special orders and site expenditure
- Plan budgets and ensure targets are met
- Plan preventative maintenance on all machinery/upkeep of asset register

#### Account Development

- Communicate with business development personnel
- Generation of new business
- Forward planning on growth of business and expenditure.

#### Health and Safety

- Ensure all current Health and Safety legislation is being adhered to by contract and other management
- Conduct risk assessments
- Investigate accidents to ensure the safety management system is effective

#### **Job Specific Characteristics**

- You must have experience as a cleaning supervisor
- Excellent interpersonal and communication skills
- Fluent English, both verbal and written necessary
- Strong management skills
- Ability to manage multiple priorities is a must
- Attention to detail is crucial
- You must possess a hands on practical attitude
- Flexibility
- Ability to work on own initiative as well as part of a team
- Computer literacy required
- Full Clean Driving Licence necessary
- Legal entitlements to work full time in Ireland required.

It will be necessary to work alternative hours shift patterns or unsociable hours including weekends from time to time. Local requirements governing your work and travel in various locations may be required.