

**FACILITIES TEAM LEADER
JOB DESCRIPTION**

**SALARY AND GRADING ACCORDING TO EXPERIENCE OF SUCCESSFUL
CANDIDATE. SALARY RANGE GRADE 3/4 SCP 11 – 20**

(FULL TIME SPLIT SHIFT INCLUDING WEEKENDS)

OBJECTIVE: To maintain all the Town Council's properties and areas in a clean, tidy and safe condition fit for use, providing supervision to the caretaking / cleaning team. You will be responsible for ensuring the cleanliness and preparation of facilities for hire including health and safety, fire awareness and security. To do well in this role you should have previous experience in cleaning, have supervisory skills, be skilled in customer service and be flexible in your approach. To ensure good staff and public relations are maintained and to project a friendly and co-operative image at all times.

DIRECTLY RESPONSIBLE TO: Town Clerk

ROLE & RESPONSIBILITIES:

- The supervision of all caretaking/ cleaning staff focussing on their performance in terms of standard of cleanliness and customer service.
- Reviewing work schedules and ensuring suitable cover is in place.
- Ensuring daily schedules issued by the Town Council for the hire of the premises are actioned. To be flexible in liaising with the hirer for any last-minute changes and requests.
- Attend to the preparation of facilities in respect of cleaning and the provision of hired equipment as appropriate, controlling and monitoring the use of cleaning materials to avoid or minimise waste.
- To inform the office of the condition of the building after hire to allow for deposits to be repaid promptly
- To inform the office including photo evidence of any hirer not meeting the conditions for the deposit to be repaid.
- Supervising the caretaking/ cleaning team to carry out cleaning to the standards required by the Town Council and in accordance with the specification for the building and daily/ weekly / monthly and annual cleaning schedules.
- Ensure all staff are aware how equipment is used and stored in the appropriate manner
- Ensure all staff are aware that cleaning materials are used correctly to the manufactures recommendations and stored appropriately
- Ensure all staff are aware of the Health & Safety policies and procedures.
- Report any incidents of damage/defect to the Town Clerk

- Undergo 'on the job' training to develop a high level of cleaning skills
- To lock, unlock and secure the site perimeter as required
- To lock, unlock and secure the building as required (and set alarm if required)
- To ensure the routine testing of the Fire Alarm on a weekly basis.
- To ensure the routine testing of the Emergency Lighting on a weekly basis.
- To routinely check the first aid boxes.
- Any other task that is appropriate in the cleaning of the establishment
- To supervise and provide an annual deep cleanse of facilities as and when considered necessary.
- Ensure all cleaning / caretaking staff are wearing any Personal Protective Equipment (PPE) provided and maintaining this in good working order

The Town Council reserves the right to transfer an employee to any establishment in the locality of Hedge End to undertake alternative caretaking/cleaning services.

Keys

Keep all keys to buildings and honour their security accordingly. Where keys are not assigned to an individual, to sign these in/out of the key store as required.

Administration

- Keep a full diary of works/accidents/issues and comply with RIDDOR duties
- Maintain COSHH information sheets are up to date and followed
- Maintain risk assessments associated with the role
- To maintain and use plant equipment and machinery in accordance with Health and Safety at Work requirements and Manufacturers recommendations. To ensure all machinery is in a safe condition for normal use.
- To provide cover, if required, whenever reasonably practical for other posts within the caretaker/cleaner's responsibilities and grade.

Additional Duties

As stated by the Operations Manager or Town Clerk.

This job description may be subject to review in consultation with the post holder in the light of changing needs and is not, in any case, an exhaustive list of all job activities. The Town Council reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the Town Council.

SPECIFICATION AND REQUIREMENTS

Essential:

- Previous experience in a cleaning environment
- Previous experience of managing a team
- Good Timekeeping

- Conscientious and ability to take personal responsibility for the standard of work carried out
- Ability to communicate at all levels
- Ability to undertake a range of cleaning activities
- Ability to check blueprints, repair manuals, or parts catalogues as necessary.
- Ability to work in an organised and methodical manner
- Ability to use own initiative
- Ability to maintain high standards of cleanliness in accordance with the requirements
- Clean and smart appearance
- Wear Personal Protective Equipment (PPE) where provided
- Willingness to work flexibly
- Must have a driving licence
- The post-holder must be willing and able to work unsocial hours which may be a frequent feature of this role and will include Sat/Sun/Public Holidays and evenings as required or when dealing with emergencies.

Desirable:

- Working at heights
- Knowledge of Health & Safety Issues (General and Control of Substances Hazardous to Health – COSHH)
- Use of a vehicle for work