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# Example of Cleaning Supervisor Job Description

Our growing company is hiring for a cleaning supervisor. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for cleaning supervisor

* Maintain cleaning staff holiday records, absence/sickness and return to work
* Will be responsible for leading and managing a staff of up to 10 employees
* Organise all work rota’s for team
* Manage sickness and holiday requests ensuring cover is from within the team
* Submit cleaning audits – evaluate communicate and rectify actions where needed
* Ensure sufficient consumables and cleaning materials are ordered, maintaining stock levels
* Report to site FM any maintenance issues that may arise
* Be able to work under pressure, problem solve and to use their initiative when necessary
* Ensure all staff observe the site rules and maintain a smart appearance, wearing the companies uniform and appropriate PPE at all times
* Be prepared to perform any other reasonable duties as requested by Site FM / Site Manager

## Qualifications for cleaning supervisor

* Stand, walk, bend, stoop
* Balance while walking on wet and slick surfaces, metal grates, narrow platforms, and uneven surfaces
* Work in loud, cold, hot, wet or dry environments
* Enter and exit industrial vehicles and equipment without assistance
* Able to perform tole to the required standard within 1 month of completion of training
* Confined Space EAR