



Job Description

Directorate	Place
Service	Facilities Cleaning

Post details	
Job title	Area Cleaning Supervisor
Grade	GR 6 + Essential User Car Allowance
Location of work	Warrington
Directly responsible to	Facilities Cleaning Assistant Manager
Directly responsible for	Facilities Cleaning Staff (Site Supervisors/Cleaners)
Hours of duty	30 hours per week
Primary purpose and scope of the job To supervise and deploy cleaning staff to meet business needs, ensure planned and unplanned cleaning is completed in accordance with specification and client requirements, undertake quality audits, maintain accurate business documentation, ensure adequate resources are in place to meet business needs, maintain client relationships.	
Working Relationships Internal: Staff throughout the authority from front line to officer level. External: Liaison with external clients, supplier network, general public, community groups.	

Key Tasks and Responsibilities

1. Interview, appoint and supervise cleaning staff.
2. Organise, evaluate and appraise the work and delivery of the service to ensure that cleaning is carried out in accordance with specification and client needs.

3. Ensure all relevant documentation is accurately completed and maintained in line with practices, procedures and processes.
4. Carry out induction and on-site training with cleaning staff to BICS (British Institute of Cleaning Science) standard or other recognised industry standard as instructed.
5. Liaison with the Facilities Cleaning Manager on methods, equipment and materials to ensure compliance with specifications, Health Safety and Welfare obligations and avoid damage to the fabric of buildings and equipment.
6. Undertake quality audits, accurately report findings, taking remedial action if required, address staff performance concerns if required.
7. Independently assess and resolve unexpected problems as they occur.
8. Arrange for both day to day and full maintenance, repair and replacement of defective cleaning equipment, to ensure that the equipment is kept in safe working order and complies with legislative requirements ie PUWER and PAT's.
9. To interpret policy and procedures to meet specific circumstances and provide advice and guidance in relation to both established internal policies and external regulations relating to cleaning service provision, as required.
10. Professional liaison with Council Officers, Business Managers and Heads of Establishments to promote Facilities Cleaning and foster business relations.
11. Collate, and check cleaners' timesheets, complete spreadsheet for monthly pay and deal with any initial pay queries from cleaners so that accurate payments are made to cleaning staff.
12. Effectively respond to conflicting demands, interruptions and changes to scheduled works as they occur.
13. Be available outside of working hours to arrange cover for cleaners during periods of absence. Select, appoint and call on casual cleaners to cover unexpected shortfalls in staffing levels and undertake cleaning duties where necessary to ensure continued compliance. Stand in for Supervisor colleagues in the event of absence.
14. Oversee, order and monitor usage of cleaning materials for the defined group of buildings to ensure sufficient but not excessive supplies are kept on site to carry out the required cleaning tasks.
15. Be involved in the review of new and existing products and equipment to ensure suitability for the service and best value.
16. Apportion workloads for cleaners to ensure that workloads are evenly balanced.
17. Support and carry out planned and adhoc cleaning duties and cover staff absences as required.
18. Maintain and comply with corporate procedures for managing absences eg. Return to Work Interviews and the completion of the relevant documentation.
19. Carry out Performance Review and Development meetings with staff in accordance with service guidelines.
20. To manage personal performance in line with Council policies, seeking senior support when required.
21. To actively supervise performance related issues with cleaners in line with Council policies, seeking senior support when required.
22. To support and assist colleagues, working as part of a team or as an individual as required and directed.
23. To undertake and deliver any training identified by management which is deemed relevant to the job role/service requirements, including off site training courses.
24. To use the companies IT systems to deliver your duties in line with agreed policies.
25. To ensure compliance with health and safety legislation and all other policies, procedures and other legislation that applies to the service.
26. Any other duties appropriate to the position as directed from time to time.

Review Arrangements

The details contained in this job description reflect the content of the job at the date it was prepared; however, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

Prepared / Revised By	David R Smith
Role	Fleet and Facilities Manager
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