JOB DESCRIPTION: CLEANING SUPERVISOR

CAMPUS: Johannesburg Campus  
DIRECT SUPERVISOR: Soft Services Manager  
STARTING DATE: As Soon as Possible

POSITION OVERVIEW:
The primary component of this role is to supervise the day and nightshift cleaning teams in performing cleaning duties and associated tasks. Work will be performed in accordance with the School’s Operations Handbook, and within the framework of existing schedules.

PREFERRED QUALIFICATIONS:
• Fluent in English – reading, writing and speaking  
• Matric preferable
• Demonstrate the aptitude or competence for assigned responsibilities
• Physically fit – the role requires walking, lifting, bending and other physical abilities
• Computer literacy advantageous
• Valid driver’s license

COMPETENCIES:
• Good communication skills
• Good organizational skills
• Able to supervise staff
• Honest and reliable
• Use own initiative and be proactive

GENERAL RESPONSIBILITIES:
• Liaise with the Manager on a daily basis regarding current tasks, and assist in the planning of future tasks.
• Ensure all assigned duties are carried out, and that resources are efficiently utilized.
• Ensure that the school’s policies and procedures are adhered to by staff.
• Act as a communication conduit between management and staff.
• Maintain and control use of stock, equipment & consumables.
• Timeously request purchase of consumables, equipment and materials.
• Assist the Manager to maintain the asset register.
• Monitor and report absenteeism to the Manager.
• Actively promote Health and Safety, and report any breach directly to the Manager.
• Ensure that all staff wear all appropriate PPE.
• Where required, gather and provide information on a daily, monthly and annual basis, including schedules, consumable issues and usage etc.
• Prepare overtime rosters for approval by the Manager.
• Work with members of other teams as required.
• Check all equipment that require replacement items as needed.
• Report faulty equipment to the Manager within 12 hours of breakdown.
• Ensure housekeeping standards are met and maintained in all facilities, and report shortcomings/faults to the Manager.
• Monitor standards and compliance of work performed by outsourced contractors.
• Monitor and assist in planning for holiday work requirements (bi/annual cleaning work).
• Other duties as assigned.

**WORK HOURS:** 7:00 am to 4:00 pm Monday to Friday. Occasional weekend or evening work may be required.

**CONTACT:** For more information contact Hans Heilgendorff, Soft Services Manager, at recruitment@aisj-jhb.com