

## Supervisor Housekeeper / Supervisor Cleaner Job Description

Key Enviro Solutions are looking for Supervising and Working Housekeeper to join our client's commercial buildings based in various areas in and around London.

Role: Supervisor (Working) Housekeeper

Locations: E1W – EC2A – E14 – EC1R

Expectations: Delivering housekeeping services that exceed customer expectations.

Hours: TBC

Hourly Rate: Above London Living Wage

Duties: The role of a supervisor housekeeper can vary depending on their working environment but in general their duties will include:

- Assigning cleaning tasks to staff and other organisational duties
- Supervising cleaners
- Meeting with clients to discuss their expectations
- Recruiting and training new housekeepers
- Responding to customer complaints or enquiries immediately
- Establishing and maintaining standard operating procedures
- Clean, stock and supply designated facility areas
- Carry out deep cleaning and detailed cleaning tasks
- Stock and maintain supply rooms
- Use all materials and consumables in accordance with COSHH.
- Comply with methods of cleaning required for areas.
- Use the appropriate work equipment and PPE provided report safety deficiencies and accidents through line manager.
- Check equipment for faults and notify the relevant person.
- Ensure all equipment is cleaned and correctly stored after use.
- Vacuum all carpeted areas.
- Sweep, mop, and polish floors using the appropriate cleaning supplies.
- Clean and dust furniture, ledges, light fixtures, and other hard to reach places.
- Clean and disinfect restrooms
- Follow all health and safety regulations.
- Collecting and delivering supplies when needed
- Dispose of waste appropriately, in accordance with departmental sustainability guidelines.

Working for Key Enviro Solutions in a supervisory / housekeeping role you will not require any specific qualifications or experience as full training will be provided, but we would require the applicant to have some of the general skills that a good Cleaner should possess, these are:

- Good interpersonal and communication skills
- Physical abilities
- Good numeracy and literacy
- High level of attention-to-detail
- Good organisational abilities
- Enthusiasm to develop your skills and knowledge
- Adaptability to change and willingness to embrace new ideas and processes
- Ability to work unsupervised and deliver quality work
- Positive and approachable manner
- Team player qualities

- Knowledge of English language would be desirable
- You must be eligible to live and work in the UK at the time of application

If this role is of interest to you and you have the relevant experience, please apply on line or call the head office on: 01622 817999