

## Job Description

### Cleaning Supervisor

The purpose of the Cleaning Supervisor role is to support the cleaning team and ensure a quality service.

Employee Name	
Position type	Permanent, part-time Minimum of 10 hours per week up to maximum of 15 hours per week 3pm – 5pm daily
Based at	All 24 kindergarten sites, Southland
Reports to	Property Manager
Responsibilities	Description
Staff	<ul style="list-style-type: none"> <li>• Supervision of cleaning team personnel</li> <li>• Ensuring cover is provided to individual Kindergartens when cleaning staff are absent due to sick or annual leave.</li> <li>• Entering leave into the payroll system</li> <li>• Ensuring timesheets are correct and signed off daily.</li> <li>• Daily site visits on a rotation to all kindergartens to provide support to staff.</li> <li>• Provision of coaching/training to all cleaning staff</li> <li>• Employment of new staff</li> </ul>
Cleaning	<ul style="list-style-type: none"> <li>• Ensure all Kindergartens are adequately cleaned.</li> <li>• Organisation of quarterly deep cleans and floor stripping for each kindergarten.</li> <li>• Purchase and management of cleaning supplies and equipment.</li> <li>• Provision of supplies and equipment to staff as required.</li> <li>• Weekly cleaning of the main Kindergarten Office</li> </ul>
General	<ul style="list-style-type: none"> <li>• Fortnightly catch-up meeting with Property Manager</li> <li>• Other duties as requested by the Property Manager by mutual agreement</li> <li>• Informing Property Manager of any issues</li> <li>• Reply promptly to emails and phone messages</li> <li>• Be aware of and always comply with Kindergartens South policies and procedures</li> </ul>
Health and Safety	<p>Kindergartens South is committed to taking all practical steps to provide a healthy and safe working environment.</p> <p>All employees have a responsibility to work toward ensuring that our Health &amp; Safety Policy is effective in practice, which includes practicing safe work methods, utilising and making proper use of safety equipment and eliminating workplace hazards.</p>

Performance Reviews	Appraisals will be undertaken annually. Performance development will be agreed with the Property Manager and form the basis for identifying learning needs. The job description will be reviewed at the same time.
Person Specification	<ul style="list-style-type: none"> <li>• Capacity to build and maintain effective working relationships with staff and external organisations.</li> <li>• Capacity to interact with all staff in a positive and respectful manner.</li> <li>• Ability to problem solve.</li> <li>• Commitment to the Treaty of Waitangi and culturally appropriate behaviour</li> <li>• Willingness to address challenges in a positive and proactive manner.</li> <li>• To pass our safety checking process including a police check</li> <li>• A flexible attitude towards the role</li> <li>• Must adhere to our Values and promote these within the cleaning team.</li> <li>• Willingness to particulate in further training and development opportunities offered by the kindergarten.</li> <li>• Willingness to maintain confidentiality on all Kindergarten matters.</li> <li>• Ability to work in an organised and methodical manner.</li> <li>• Ability to act on own initiative, dealing with any unexpected problems that arise.</li> <li>• Being physically capable</li> <li>• Good communication skills</li> <li>• Have basic IT knowledge</li> <li>• Have good time management and multitasking skills.</li> <li>• Understanding of health and safety regulations.</li> </ul>
Functional relationship	<p>Functional relationships refer to the key people that this role will work with. This role requires sound collaboration with other kindergarten staff. Relationships must also be maintained with:</p> <ul style="list-style-type: none"> <li>• Property Manager</li> <li>• Cleaners</li> <li>• Kindergarten Kaiako/teachers</li> </ul>
Financial Authority Limit	Nil
Signed by employee	
Date	
Signed on behalf of Southland Kindergarten Association	Catherine Frost, HR & Culture Manager
Date	