

















**Job Title:** Supervisor

**Position Purpose:** To oversee a cleaning staff at one location. In this position, you must have a "superior attendance record". Supervisors will ensure all job tasks are completed each night. In addition, all areas will be on a cycle for inspection. Supervisors are responsible for addressing all issues that occur and communicating to the appropriate person.

**Major Job Functions:**

-  HR Responsibilities - Insuring all procedures and policies are followed
-  Have a role in training and retraining staff
-  Responsible for making sure the staff is working effectively and efficiently
-  Responsible to make sure the staff is following job cards
-  Set agenda for the week on any special needs or focus
-  Perform inspections and do follow up inspections
-  Responsible for making sure the staff is working within budgeted hours
-  Communicating all matters to their manager
-  Checking all communication logs nightly
-  Working side by side with cleaners at times
-  Assisting with detail cleaning as time allows
-  Insuring all supplies and equipment are well organized
-  Responsible for nurturing positive attitude amongst the staff
-  Making sure all lights are off and the facility is locked and secure

---

Employee Signature

---

Date