

## **Occupation: Commercial Cleaner (Supervisor) (Equivalent to ANZSCO Skill Level 4)**

**Reports to:** Manager

**6-digit Code:** 070499

**29 March 2022**

### **Position Description**

Commercial Cleaners clean offices, residential complexes, hospitals, schools, industrial work areas, industrial machines, construction sites, mining camps and sites and other commercial premises, including using heavy duty cleaning equipment. The role of the Commercial Cleaner (Supervisor) is to ensure the smooth operation of the cleaning services on a larger site and may include responsibility for such supervision during a shift. The Commercial Cleaner (Supervisor) works closely with other departments/ managers/supervisors or their own Manager to ensure the premises are clean and hygienic in adherence with the policies and procedures of the business and/or the premises, and in accordance with any applicable regulatory requirements. The breadth of role and supervisory responsibility may vary depending on size of cleaning operations and premises, and the staffing footprint, but would involve supervising and training one or more Commercial Cleaners overall or during a specific shift. A Commercial Cleaner (Supervisor) may be in the employ of the entity operating the premises or site, or of an entity contracted to do so.

### **Main duties and tasks (may include but not limited to):**

- supervise and inspect the day to day work of commercial cleaning staff overall or during a specific shift
- ensure that productivity is achieved and ensure timely cleaning services in accordance with required schedules
- ensure the commercial cleaning team public cleans the premises, equipment and/or public areas to the highest standards.
- allocate tasks to commercial cleaning staff or may include training of commercial cleaning team members
- co-ordinate workforce during shift to meet daily deadlines
- attend to enquiries, requests and complaints regarding cleaning issues
- monitor as required the disposal of cleaning waste
- liaise with premises or site managers
- ensure safe manual lifting procedures, and safe handling and storage of cleaning materials and products, are adhered to
- ensure cleaning equipment is in safe and proper working order and report or arrange for repair of equipment as needed
- may involve management of a cleaning staff roster
- ensuring Workplace Health and Safety procedures are adhered to
- manage cleaning material and product stock
- setting and adhering to budget controls.

### **Skills, qualifications and experience**

- The skills, qualifications and experience as described in **Category 7** in the EK DAMA Information Guide.