Aberdeen Football Club
Job Description

Name:	
Job title:	Cleaning and Facilities Team Lead
Line Manager:	Assistant Operations Manager
Line Manager for:	Cleaning and Facilities Team
Date Started:	

Overall Purpose of Job:

Responsible for the day-to-day supervisor of cleaning and facilities staff, ensuring all areas are maintained to the highest standards of cleaning. The role involves leading teams, conducting inspections, allocating work, monitoring performance, and ensuring facilities are maintained in a safe and efficient manner.

Main Responsibilities/Description of Duties:

Key Responsibilities

- To supervise the cleaning and facilities team
- Work in conjunction with line manger
- Conduct regular team briefings and communicate operational requirements
- Promote a positive and professional working environment

Cleaning Operations

- Ensure all public areas are maintained to a high standard
- Make sure all the stands are clear of matchday rubbish
- Ensure cleaning equipment is used safely and maintained correctly
- Ensured cleaning schedules are completed as required

Stock and equipment

- Monitor stock levels
- Work with line manager to ensure orders are placed
- Ensure the company's equipment is maintained and defects reported

Health & Safety

- Ensure compliance with all company Health & Safety policies and procedures
- Ensure COSHH requirements are met and chemical products are stored safely.
- Carry out regular workplace safety inspections
- Report accidents, incidents, hazards, and near misses promptly

Please note that this job description is not designed to cover a comprehensive list of activities, duties or responsibilities that are required of the employee for this role. The duties and responsibilities may change within reason at any time with or without notice to suit the needs of the Club.

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Person Specification: Experience/Qualifications/Training/Personal Qualities	
Essential: • Previous experience in a cleaning supervisory role • Good understanding of health and safety legislation • Ability to plan workload and manage priorities • Knowledge of COSHH regulations • Ability to work flexible hours, including evenings and weekends • Competence with using a PC	**Desirable:** • Experience managing cleaning teams • Experience managing staff rotas • Monitoring stock control experience
Signed by Employee:	**Signed by Line Manager:**
Date:	**Date:**