

Cleaning Manager Job Description

- Managing and motivating a team of cleaning staff
- Conduct stock management of consumables and spares
- Ensure employees are properly trained and equipped to perform their role
- Deploy and train staff on the use of latest cleaning technology while providing instructions and supervision where necessary
- Certify that equipment is safe to use and in good working condition
- Oversee all escalations and performance management developments
- Supervise performance of cleaning team
- Conduct safety briefings and toolbox talks
- Collaborate with clients to ensure there are no problems on site
- Keep close interaction, communication, and coordination with the Front Office and other departments
- Support in maintaining a highly trained and motivated staff that constantly strives for excellence in cleanliness and service
- Proficiently clean clients' homes to meet both company and client standards
- Supervise all employee work on assigned site, to make sure it meets the company and client standards
- Have a conversation with clients regarding appointment time, and for the period of cleaning
- Drive to every location with the team along with supplies in official vehicle
- Make sure all keys/codes and payments are sent back to the office at the end of the day. Payments should be collected in a professional manner
- Demonstrate a positive attitude and show an example for other employees to emulate
- Make sure all employees follow company standards by constantly coaching and redirecting performance.