

## POSITION DESCRIPTION

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<b>Job Title:</b>	<b>Cleaning Supervisor</b>
<b>Department:</b>	<b>Business Administration</b>
<b>Section:</b>	Building Services
<b>Responsible To:</b>	Building Services Manager
<b>Location:</b>	UNSW Campus, Kensington
<b>Date Revised:</b>	14/04/2022

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### **PRIMARY OBJECTIVE**

The role of the Cleaning Supervisor, is to ensure the premises occupied by Arc @ UNSW Limited (Arc) is clean, orderly, and in good condition on a day to day basis.

The Building Services Department is a centralised support service led by the Building Services Manager, supporting all departments within the organisation, across both Kensington & the Art & Design campus. The Department is responsible for all building services including:

- Maintenance/Cleaning of building fixtures & fittings (Internal & External)
- Management of organisation's asset movements
- Organisational building security
- WHS
- Coordination with external contractors
- Service call management
- Management of Access and Security for buildings

### **REPORTING RELATIONSHIPS**

The Building Services Supervisor reports directly to the Building Services Manager.

### **Reporting to this Position:**

Casual Cleaners

### **KEY TASKS & ACCOUNTABILITIES**

- Manage Casual Cleaners rostering and Budget
- Coordinate the cleaning and maintenance of the Roundhouse, TKC and any ADHOC jobs that may arise, as required.  
Undertake maintenance and repair of buildings and equipment, ensuring maintenance work is completed in a timely and cost-effective manner.
- Ensure equipment and supplies are available and in working order.
- Contribute to the management of Building Services staff.
- Ensure the Building Services department meets WHS policies and other Legislative and Statutory requirements.
- Furniture set ups and pack down of functions for Roundhouse
- Check and clean BBQ areas at DP Phillips Fields once a week
- Communicate with Staff from different departments on requirements needed, for maintenance of ARC premises
- This role involves overtime on weekends in Roundhouse, This is dependent on how many external functions coming in.

- EXTRA DUTIES Driving for graduations 3 times per year.  
Clean outdoor floors at David Phillips 2 times per year or as needed.

## **QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE**

### **SELECTION CRITERIA**

- Relevant trade qualifications;
- Previous maintenance experience;
- Drivers Licence 'C' class;
- Working knowledge of security procedures;
- Ability to work with multi-disciplinary teams and to interact successfully with students, Arc staff and UNSW staff;
- Knowledge of Work Health and Safety (WHS) and Ethical Practice, along with the ability to apply these principles in the workplace.