

Facilities Cleaning Supervisor

Position Summary

The Facilities Cleaning Supervisor oversees the school's cleaning operations, supervising Attendants, outdoor cleaners, team leaders and outdoor cleaning staff. The role is responsible for staff deployment, attendance and performance, daily inspections, cleaning schedules, deep-cleaning programmes, and ensuring all indoor and outdoor areas are clean, safe and ready for use.

The Supervisor also ensures compliance with cleaning, hygiene and safety standards; provides staff induction and training; monitors the use of cleaning supplies and equipment; coordinates with other departments; addresses cleaning-related concerns; maintains operational records; and reports significant staffing, supply and performance issues to the Campus Supervisor. The role continuously identifies opportunities to improve cleaning standards, efficiency and resource use.

Duties and Responsibilities

- Supervise and coordinate an Attendants team, including Team Leaders, and coordinate the outdoor attendants assigned to the courts, football pitch and outdoor areas.
- Prepare and allocate daily cleaning duties, ensuring staff are appropriately deployed across all assigned areas.
- Monitor staff attendance, punctuality, performance and adherence to assigned duties.
- Ensure Team Leaders effectively supervise their assigned staff and areas.
- Ensure the campus is clean, safe and ready before students arrive each day.
- Follow up on the daily and weekly cleaning schedules to ensure all scheduled tasks are completed properly and to the required standard.
- Oversee the Wednesday deep-cleaning programme, inspecting the relevant areas to ensure the work is thorough and properly completed.

- Conduct daily regular inspections throughout the day; of classrooms, offices, washrooms, canteens, corridors, common areas, outdoor spaces and other assigned areas.
- Maintain a daily cleaning checklist, review it with the Campus Supervisor and report incomplete tasks, recurring issues or areas requiring additional attention.
- Conduct weekly or monthly training for the cleaning team on cleaning standards, hygiene, equipment, safety and correct cleaning methods.
- Provide induction and practical training for new attendants and arrange additional training where performance or standards require improvement or and refresher training every semester
- Monitor the correct use, dilution and application of detergents, ensuring staff follow approved methods.
- Monitor and take record of detergent consumption and expenditure to prevent wastage, misuse and unnecessary spending.
- Ensure cleaning supplies and equipment are used, stored and maintained correctly, and report replenishment requirements before shortages occur and take record.
- Coordinate the cleaning of the courts, football pitch, parking areas and other outdoor spaces, ensuring they are ready for use at the required times.
- Ensure sports areas, benches, bins, poles, nets and other designated outdoor facilities are cleaned according to schedule.
- Ensure cleaning staff follow all health, safety and hygiene procedures, including the correct use of PPE and safe handling of cleaning chemicals.
- Report maintenance issues, damage, hazards, spills and other concerns promptly to the Campus Supervisor or relevant department.
- Coordinate with Maintenance, Security, Canteen and other departments where cleaning requirements overlap.
- Arrange additional cleaning support for school events, meetings, activities and high-traffic periods.
- Take record and Address cleaning-related complaints and recurring issues promptly and ensure appropriate corrective action is taken.

- Maintain records relating to inspections, staff deployment, attendance, training, cleaning schedules, supplies and corrective actions.
- Communicate management instructions and operational changes clearly to the cleaning team and ensure they are implemented.
- Report significant staffing, performance, operational or supply concerns to the Campus Supervisor.
- Continuously review cleaning operations and identify ways to improve efficiency, standards and the use of resources.

Qualifications & Experience

- Minimum of **HND/Diploma or equivalent qualification** in Facilities Management, Hospitality Management, Business Administration or a related field.
- Minimum of 2–3 years' relevant experience in cleaning, housekeeping, facilities with at least 2 years in a supervisory or team leadership role.
- Experience supervising a sizable cleaning, housekeeping or facilities team, including allocating duties, monitoring attendance and assessing performance.
- Practical knowledge of cleaning procedures, hygiene standards, workplace health and safety, and the safe use of cleaning chemicals and equipment.
- Experience managing cleaning supplies, equipment and inventory and ensuring resources are used efficiently.
- Strong communication, organisation, problem-solving and people-management skills.
- Ability to conduct routine inspections, identify areas requiring attention and ensure corrective action is taken promptly.

- Previous experience in a school, hospital, hotel, large office complex or similar high-traffic environment would be an advantage.

Safeguarding Responsibilities

The successful candidate is expected to uphold the school's commitment to safeguarding and promoting the welfare of children and young people. This includes adhering to all safeguarding and child protection policies, maintaining appropriate professional boundaries, reporting concerns promptly in accordance with school procedures, and contributing to a safe, inclusive, and supportive learning environment for all students.

Candidates who wish to apply should submit the information below:

- A letter of application, explaining your suitability for the position and why you are interested in the position,
- A current resume,
- A list of at least three references with current phone numbers and email addresses.

Please send your applications to: recruitment@aris.edu.gh

The deadline of submission of the application is November 9, 2026