

**JOB
VACANCY**

Duty Manager – Building Cleaning

Description:

Coventry Sports and Leisure Centre situated in the heart of the City have a vacancy for a Duty Manager to lead on Building Cleaning to join our team.

Role:

1. Whilst on duty effectively Manage the daily operation of facilities and services, under the direction and support of the Centre General Manager
2. To supervise the cleaning staff and other operational service teams.
3. Play an integral role in championing customer service

This is a key position requiring commitment and attention to detail. The successful applicant will be responsible to the Centre General Manager for the smooth and efficient running of the facility and for delivering the highest level of customer satisfaction.

The role will also involve the following functions:

- Work as part of a team and on your own initiative incorporating early starts or late finishes and rotational weekend working.
- Have a keen eye for detail and be able to take ownership of, and deal with, situations as they arise.
- Ensure that the site complies with the highest cleanliness, hygiene and health and safety standards.
- Develop, implement, maintain, monitor and review facility building cleaning operations

Department:

Operations

Location:

Coventry Sports and Leisure Centre

Hours:

37 hours (Over a 4 week Rota)

Salary:

Up to £18,765

Closing Date:

Thursday 19th January 2017

For more information about the role and an application pack, please visit our website to download an application form at www.coventrysports.co.uk

Coventry Sports Trust is an equal opportunities employer.
An Enhanced DBS Check may be required for the successful candidate.

