



THE INTERNATIONAL SCHOOL @ PARKCITY

K U A L A L U M P U R

The International School @ ParkCity, located in the exclusive residential area of Desa ParkCity (www.desaparkcity.com), Kuala Lumpur, Malaysia, opened in September 2011 and quickly established itself as a special and dynamic place for children to learn. Student enrolment is approaching 1000 across the 3 to 18 years age range. ISP recognises that the caliber of the staff appointed is paramount to creating this unique learning environment and seeks to recruit people who complement each other with the aim of becoming better at everything that we do. We invite suitably qualified applicants to apply for the post of:

Cleaning Supervisor

Duties and Responsibilities:

- To manage the work of the Cleaners which include training, instructing and supervise ensuring the School is kept in a clean, safe, hygienic and well maintained condition.
- To create a duty roster and assign cleaners to work with staggered start time.
- To move furniture and other items of equipment as necessary to allow for the effective performance of cleaning duties.
- To ensure that in undertaking duties in rooms, that windows and doors are closed and locked when leaving rooms.
- To manage the stock levels of cleaning materials and to request orders when needed.
- To ensure that cleaning equipment and materials are safely maintained and stored.
- To ensure all works carried out by the outsourced cleaners are completed with due observation to appropriate Health and Safety requirements.
- To manage understaffing and monitor attendance of cleaners.
- To be involved in the appointment of Cleaning Staff.
- To comply with any reasonable request from senior staff to undertake work of a similar level.
- Any other duties as assigned.

Requirements

- At least 5 years of relevant experience, including at least two years of supervisory level.
- Possess ability to effectively interact and communicate under difficult situations.
- Reliable and possess the abilities to work independently with minimal supervision.
- Possess high degree of dedication to a high level of customer satisfaction
- Bilingual in Bahasa Malaysia & English preferred.

The position is vacant and available for an immediate start. For information on the school and the application process, please visit our website at www.ISP.edu.my

For more information on the location of the school, please visit www.desaparkcity.com