



Event Support Supervisor

Location: Sandown Park Racecourse

Salary £25,000

CSP has a longstanding contract with the Jockey Club Racecourses (JCR) to plan and deliver all of their 'soft service' requirements at the three London region racecourses. These soft services include their 24-hour security and concierge, cleaning and portering; and event stewarding and security, cash & audit, and traffic management/car parking.

The Event Support Supervisor is responsible for planning all labour requirements for the cleaning and portering needs of the racecourse and leading the cleaning and portering team in its work to ensure that the venue is presented to the highest possible standard, with the 'customer journey' in the forefront of planning and execution. This role will be supported by the Regional Cleaning Manager but reports into the CSP General Manager at Sandown Park Racecourse.

Job Overview:

- Responsibility for the planning and delivery of CSP cleaning and portering (Event Support) services across the racecourse site and/or tasks as set by the General Manager and venue Event Managers.
- Working closely with the venue operations team to ensure all venue cleaning and portering requirements are established, and resources provided, on time and to budget in order to produce the best possible end product
- Management of a team of cleaning and portering staff - motivating them and driving them to maximise their output, whilst yourself being an active part of the team
- Booking all core cleaning staff and porters, and creating and maintaining rotas
- Responsible for producing risk assessments & method statements as and when required
- Conduct equipment and consumables audits to ensure that the venue can operate to its full potential at all times
- Working with the Regional Cleaning Manager to develop training plans to ensure all staff are appropriately trained for the roles they are undertaking
- Constantly monitor costs and report against budgets
- Liaise with counterparts at other London Region Racecourses to ensure best practice
- Work race days and other events as required to achieve agreed service delivery

Experience & Qualifications Required

- Prior cleaning and/or portering experience - ideally within a leisure facility, conference venue, hotel, retail site etc.
- A thorough understanding of cleaning methods and processes, including full Health and Safety and COSHH knowledge is advantageous

To apply:

Please send your Cover Letter and CV outlining your relevant experience and suitability for the above opportunity to: nicola.carman@gotocsp.com Recruitment & Resources Manager



Caring Safe Professional