



Event Support Supervisor

Location: Epsom Downs Racecourse

Salary £25,000 pa

CSP are contracted by Jockey Club Racecourses (JCR) to plan and deliver all of their 'soft service' requirements at three London Region racecourses. These include 24-hour security and concierge, cleaning/portering, event stewarding & 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 Operations Manager at Epsom Downs Racecourse.

Job Overview:

- Responsibility for planning and delivery of CSP cleaning/portering (Event Support) services across the site and/or tasks as set by the General Manager and Event Managers.
- Working closely with the venue operations team to ensure all venue cleaning/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 and driving them to maximise output, whilst being an active part of the team
- Booking all core cleaning staff and porters, creating and maintaining rotas
- Responsible for producing risk assessments & method statements as and when required
- Conduct equipment and consumables audits to ensure the site can operate to its full potential at all times
- Working with the Regional Cleaning Manager to develop training plans ensuring all staff are appropriately trained for the roles they are undertaking
- Constantly monitor costs and report against budget
- Liaise with counterparts at other London Region racecourses to ensure best practice
- Attendance at 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, COSHH and BICSc 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