

iii. Foreman (Cleaning)

QF Level	Job Title	Foreman (Cleaning)
3	Job Descriptions	Supervision of cleaners, senior cleaners, etc. to carry out cleaning work, arrangement of post and deployment, scheduling suitable personnel to serve in different positions, arranging the allocation of cleaning equipment for effective use, supervising employees to correctly perform cleaning and pest control, prevention of infectious disease and safety measures, guiding subordinates to cope with emergency accidents, providing induction training and on-the-job training, guidance for subordinates, training employees, and assisting in the implementation of quality management procedures to ensure that cleaning services meet the quality standards, assisting in Inventory Control procedures, etc.

Functional Areas	Main Items	Unit of Competency	Code	Credit
EM	Management of the Environment of a Property			
	Crisis & Emergency Handling	Supervise subordinates in handling hazardous and emergency cases	110417L3	3
	Control on Cleanliness	Supervise subordinates to carry out works of control on cleanliness and pest, prevention of spread of diseases, and safety measures	110429L3	3

	Environmental Protection	Supervise subordinates to carry out environmental protection works	110443L3	2
OS	Property Management Services for Owners, Tenants & the Community			
	Quality Management	Assist in carry out the procedure of quality assurance and accreditation	110490L3	2
FN	Finance and Asset Management relating to a Property			
	Inventory Control	Verify inventory records and monitor subordinates to carry out procedures on inventory works	110584L3	2
HR	Human Resources Management relating to a Property			
	Human Resources Planning, Recruitment and Training	Assign appropriate staff for different posts and shifts, induction and on-the-job training	110588L3	2
	Teamwork & Leadership	Supervise the teams to complete tasks	110595L3	2
	Occupational Health & Safety	Lead subordinates to carry out safety measures in work	110601L3	2
			Total Credit:	18