

CLEANING STOCK ROOM SUPERVISOR

Job Description

Reporting To:	Facilities Manager / Facilities Maintenance Supervisor	
Division:	Facilities	
Grade Level:	4.1	
Remuneration:	\$32,550.00 per annum	
Special Requirements:	N/A	
Employment Type:	Hours:	Location:
<input checked="" type="checkbox"/> Continuous Employment <input type="checkbox"/> Fixed Term Contract <input type="checkbox"/> Independent Contractor <input type="checkbox"/> Consultant <input type="checkbox"/> Intern	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Part-Time Shift <input type="checkbox"/> Casual/Flexible	<input type="checkbox"/> All Islands <input checked="" type="checkbox"/> Providenciales <input type="checkbox"/> Grand Turk <input type="checkbox"/> Salt Cay <input type="checkbox"/> North and Middle Caicos <input type="checkbox"/> South Caicos

About The Turks and Caicos Islands Airports Authority

The Turks and Caicos Islands Airports Authority (TCIAA), established under the Airports Authority Act, is responsible for the development, operation, and management of airport infrastructure across the Turks and Caicos Islands.

TCIAA operates six airports and provides air navigation services within the territory’s low-level airspace. Our mission is to deliver world-class airport facilities and operations through excellence in safety, security, efficiency, innovation, and customer service—supporting the nation’s socio-economic development and growth.

About the role

The **Cleaning/Stock Room Supervisor** at the TCIAA is responsible for overseeing the daily cleaning operations and stock room management within the airport terminal and surrounding facilities. This position ensures that all assigned areas are clean, sanitary, fully always stocked and maintained to a high standard. The supervisor will monitor staff performance, respond to emergencies, conduct restroom inspections, distribute supplies and ensure smooth operations during both opening and closing shifts.

Responsibilities and Key Deliverables

Cleaning Operations

- Supervise and monitor janitorial staff during daily operations.
- Ensure all public areas, restrooms, lounges, check-in counters and offices are properly cleaned and maintained.
- Conduct regular inspections of restrooms and terminal areas throughout the shift.
- Ensure spills, leaks and emergency cleaning situations are addressed immediately.
- Monitor staff attendance, punctuality and work performance.
- Ensure cleaners follow all airport safety and security procedures.

Stock Room Responsibilities

- Maintain control of janitorial supplies and equipment.
- Ensure all cleaning chemicals, paper products and supplies are fully stocked.
- Distribute supplies to staff as needed during shifts.
- Monitor inventory levels and report shortages to management.
- Keep the stock room clean, organized and secure at all times.

Opening Shift Duties

- Conduct morning inspections of terminal areas and restrooms.
- Ensure overnight cleaning is completed properly.
- Ensure all bathrooms are stocked before passenger operations begin.
- Assign daily work areas and responsibilities to staff.
- Report on maintenance or cleaning concerns to management.

Closing Shift Duties

- Ensure all assigned cleaning duties are completed before shift end.
- Conduct final inspections of terminal areas and restrooms.
- Ensure all supplies and equipment are secured properly.
- Prepare shift handover notes for the next supervisor or management team.
- Ensure emergency issues are reported before leaving duty.

Emergency Response

- Respond quickly to spills, floods, restroom incidents and other emergency cleaning situations.
- Assist with airport irregular operations, weather events and special cleaning requests when required.

Maintenance Reporting

- Identify and report maintenance issues within the terminal building including leaks, damaged fixtures, lighting failures, plumbing issues and equipment malfunctions.
- Enter and track maintenance requests using the MaintenanceX system.
- Follow up on reported issues to ensure repairs are completed in a timely manner.

Qualifications and Experience

Education: High School Diploma or Higher Education

Experience: Previous supervisory or janitorial experience preferred

Core Skills: Good Communication and Leadership skills

Knowledge and Certifications: Basic computer or mobile device knowledge, basic knowledge of cleaning chemicals and equipment

Key Competencies

Leadership & Team Management

- Ability to supervise and motivate cleaning staff.

- Delegates tasks effectively and ensures accountability.
- Maintains discipline and professionalism within the team.

Time Management

- Prioritize tasks effectively in a fast-paced environment.
- Ensure cleaning schedules and inspections are completed on time.
- Responds quickly to operational demands and emergencies.

Attention to Detail

- Conducts thorough inspections of restrooms, lounges and terminal areas.
- Identifies cleanliness, safety and maintenance concerns quickly.
- Maintains high airport presentation standards.

Emergency Response

- Responds quickly to spills, floods, biohazards and passenger incidents.
- Remains calm under pressure during operational disruptions.
- Coordinates emergency cleaning activities efficiently.

Inventory & Stock Control

- Monitors cleaning supplies and stock levels.
- Prevents shortages of critical supplies.
- Maintains an organized and secure stockroom.

Health, Safety & Security Awareness

- Understands airport safety and security procedures.
- Ensures proper handling of cleaning chemicals and equipment.
- Promotes safe working practices among staff.

Communication Skills

- Communicates clearly with staff, management and airport stakeholders.
- Reports incidents and operational issues promptly.
- Provides clear shift handovers and instructions.

Customer Service Awareness

- Maintains a professional and courteous attitude.
- Understands the importance of passenger experience.
- Helps create a clean, safe and welcoming airport environment.

Reliability & Accountability

- Demonstrates punctuality and dependable attendance.
- Take responsibility for assigned areas and team performance.
- Follows through on tasks and operational requirements.

Teamwork

- Works effectively with cleaners, maintenance teams, security and operations staff.
- Supports department goals and promotes cooperation.
- Assists other teams during irregular operations when required.

Working Conditions

- Airport terminal environment.
- Exposure to cleaning chemicals and busy passenger areas.
- Shift work including mornings, evenings, weekends and public holidays

Why Join TCIAA?

- Be part of a critical national infrastructure organisation.
- Contribute directly to the safety and efficiency of airport operations.
- Access opportunities for technical training and professional development.
- Work in a dynamic, team-oriented, and safety-focused environment.

Benefits

- Mandatory Participation in Private Medical Insurance (with Life Policy included)
- Optional Participation in Employee Savings Programme
- TCIG Public Sector Employee Pension Scheme
- Training and Certification Opportunities as approved

Application Requirements

- **Cover letter**
- **Resume**
- **Two (2) professional references attesting to character and competency**
- **Enhanced police record**
- **Proof of status**

No later than June 26, 2026, to:

Human Resources Manager
Turks and Caicos Islands Airports Authority
Walter E. Cox Administration Building
Howard Hamilton International Airport
Telephone# 649-941-8692, Fax# 9415996. Email: hrrecruitment@tciairports.tc