

## Cleaning Supervisor Responsibility

As role of “Working Cleaning Supervisor”, it is your responsibility to carry out the following tasks:

- Ensure all buses are cleaned up to expected standard, nightly as per the contracted specification.
- Allocate and manage employee levels appropriately including managing employees holidays that also need needs updating on Agresso/Timegate
- Ensure employees are signing in and out correctly and arbitrating shifts on Timegate.
- Carry out nightly cleaning audits (at least 10% of the fleet per week).
- Highlight poor standards, rectify issues and manage employees i.e training and feedback when necessary or PMA forms with the possibility of further action (if recurring issues arise).
- Assist with paperwork linked to cleaning & shunting. EOSR, cleaning figures needed for management purposes (28 day clean, daily cleans, fogging figures etc).
- Work alongside the cleaning & shunting team on a nightly basis where required.
- Complete RTW interviews for employees in your team who are returning from sickness/absence. These will then need passing on to your line manager.
- Ensure all employees are aware of the sickness/absence reporting procedure.
- Ensure SSOW & Safety briefs and Risk assessments are being briefed and signed by employees.
- Ensure any new starters on your team have completed the site induction pack.
- Issue PMA Forms (preliminary management action) with employees who are; late, underperforming or breach health and safety protocol. This then needs reporting back to your line manager if you believe further action needs to be taken.
- Inform Management of any persistent sickness that may need investigating.
- Ensure any incidents or accidents are reported via the 24-hour accident line and Agresso.
- Ensure all employees are wearing correct PPE/uniform and challenge those who aren't.
- Regularly report any concerns or general updates to your line manager.
- Performs other duties as required or assigned which are reasonably within the scope of the duties in this job classification