**Job Title: Cleaning Team Supervisor**

Location: Tyseley Depot

Responsible to: Production Planning Manager

Grade: Cleaning Team Supervisor

Safety Status: Safety Critical

Hours/Days: 37 hours per week on a roster basis

# Purpose of the job

Assist the Cleaning Team Leader to lead and deliver the Depots cleaning plan by the best utilisation of facilities and labour resource to ensure Customer requirements, Quality Standards and company profitability are achieved. Report and make recommendations regarding staff levels and working arrangements. Identify opportunities to improve cleaning processes and thus achieve customer expectations. Assist with cleaning duties as required.

**Duties**

* Lead, support and motivate the cleaning staff to ensure an efficient cleaning process is achieved in accordance with specifications. Provide advice, guidance and instruction to staff as necessary.
* Identify opportunities to improve the quality, efficiency and safety of the cleaning output, and act as a focal point for the implementation of these changes.
* Ensure compliance with site safety requirements in accordance with Health and Safety at Work Act, appropriate legislation and regulations
* Carry out briefings and 1 to 1’s with the Cleaning Team to ensure an efficient cleaning process and train presentation is achieved.
* Liaise with the Cleaning Planning Team Leader, Operation Team and Production staff regarding Train vehicle schedules and produce cleaning plan and staff rosters to meet these requirements authorising change as necessary.
* Monitor and control all costs and material usage relating to the cleaning facility. Ensure all cleaning equipment is kept in a workable and safe condition and meets current legislature. Ensure that all cleaning and train presentation operations are performed to the required standards, and provide performance data (KPI’s) to verify business and contractual compliance.
* Contribute to the development of the depot fleet with ideas and initiatives to enhance the train environment.
* Authorisation of staff booking on/off times.
* (In the absence of Cleaning Team Leader) Attend Cleaning Management meetings
* Monitor and control Absence, Disciplinary, Depot Training, PPE requirements and the Drugs and Alcohol procedures of all cleaning staff.
* Ensure that cleaning staff carry out their duties in a safe and effective manner in accordance with H&SAWA, industry rules and regulations and in particular COSHH
* Ensure understanding and compliance with processes and procedures in respect of the Quality Management System, ISO 9001 and Environmental Management System to ISO14001. Where opportunities arise promote improvement in these areas.
* Undertake responsibilities under local quality/safety systems.

**Knowledge and Experience**

* Practical experience within cleaning operation
* Experience in either supervisory or managerial role with a proven track record of achievement
* NVQ Level 3 supervisory management or ILM (training can be provided)
* The ability to communicate effectively and manage poor performance
* Good IT skills for word processing, spreadsheets and similar pc based planning and performance management tools
* Good financial awareness and effective decision making in and isolated environment where immediate reactions are required
* Be prepared to undertake formal training as required.

**Additional Information**

Attend meetings as required by the Production Managers or Depot Manager

The post holder will be expected to work predominantly on nights over the full 7 days

**10. Sign off**

**Job Holder:……………………………………………….. Date:………………..**

**Manager:………………………………………………….. Date:………………..**

**Nominated Deputies**

If this is a KEY SAFETY POST (2D is “checked”) a Nominated Deputy must be identified. The job holder must ensure that the Nominated Deputy receives a copy of, and is briefed on, this Job Description.

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**Nominated Deputy: ……………………………………………………………....**

**Name of**

**Nominated Deputy: ……………………………………………………………….**

**Signature of**

**Nominated Deputy: ……………………………………………………………….**

**Date: ………………………………………………………………………………….**

As the Nominated Deputy for this post, I confirm that I have been briefed on the requirements of this job. If there are more Nominated Deputies they should sign further copies of this Job Description.

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