

JOB DESCRIPTION

Night Cleaner/Fueller/Shunter

Role

Full time 40 hours per week. Night Cleaner/Fueller/Shunter post will be responsible to ensure the premises and fleet are cleaned in accordance with the daily, weekly, monthly and six monthly cleaning instructions including graffiti removal. You may be required to open and close the depot each day depending on the shift you are covering. Hours of work are on various shifts starting from 17:00 to 02:00 and 21:30 to 06:00. Total shift is approximately 8 hours pay. This is subject to change depending on business needs.

The post holder may be required to respond to out of hour's emergencies and to work additional hours when required (at the standard hourly rate).

Night Cleaner/Fueller/Shunter will be line managed by the Staff Operations Manager.

A training & development plan will be implemented for the successful candidate, along with appropriate training.

Vehicles

- Daily external checks on all available vehicles for new damage etc.
- Maintain records for defects and actioned according to standard operating procedures.
- Ensure that stocks of consumable equipment are maintained to the required level.
- To clean the entire fleet of vehicles to the required standard.
- Insert and remove seats depending on customer requirement (Physical)
- Internal – Clean all windows, floors, tracking, seats and interior trims.
- External – Wash exterior with power hose, clean windows and wheels.
- Fuel vehicles daily.
- Park vehicles as instructed.

Premises

To organise and assist in cleaning the premises internally and externally to the required standard and to maintain good levels of house keeping within the Health & Safety at Work Act including but not restricted to

- Empty all bins, vacuum floors and dust all furniture on a daily basis.
- Clean toilets, basins, sweep and mop floors on a daily basis.
- All windows in the premises to be cleaned weekly inside and out.
- Keep workshop clear of rubbish and ensure all equipment is safely stored.
- Ensure floor of workshop is kept clean, and free of oil daily.
- Clear compound area of rubbish, and pressure wash where fluid leaks from vehicles have occurred on a daily basis.

Equality

- CT Plus is a subsidiary of HCT Group which is committed to equality of opportunities both as an employer and a membership organisation.
- CT Plus undertakes not to discriminate either directly or indirectly against individuals or groups of people on the basis of race, ethnic origin, nationality, gender, age, physical or mental disability, sexuality, marital status, religious beliefs, AIDS and HIV status.

Essential criteria

- Full UK driving licence with D1 entitlement.
- Must have held full UK driving licence for minimum of 2 years.
- Fit for physical activity.
- Ability to work as part of a team, and under own initiative.
- Experience of cleaning to high standards.

Desirable criteria

- Understanding the differing needs of public transport users.
- Previous experience or a basic understanding of PCV licensing laws.
- Understanding of working in a user-focussed business.
- Hold a current First Aid qualification.
- Hold Health & Safety qualification.
- Holder of a PCV Licence. (Training may be provided)
- Geographical knowledge of Bristol and the surrounding area.

Company Responsibilities

- To undertake any additional duties at the request of your line manager, which are deemed to be within your competency.
- To adhere to all HCT Group policies and procedures.
- To undertake any training and development activities at the request of your line manager.
- To comply with all HCT Group Injury Prevention policies and support new initiatives.

Health & Safety Responsibilities

- To comply with and promote the statutory provision of the Health & Safety at Work Act 1974 and any other relevant legislation or policy and procedures of HCT Group relating to health and safety, duty of care and good practice.
- Comply with HCT Group Health and Safety Policy
- To take reasonable care for your own health and safety
- Not to interfere with or misuse anything that has been provided for your health, safety or welfare
- To take reasonable care not to put other people, fellow employees and members of the public, at risk by what you do or don't do in the course of your work
- To co-operate with your employer, making sure you understand and follow the company's health and safety policies
- To inform your employer if something happens that might affect your ability to work
- To report to your manager or supervisor any injury, collision, dangerous occurrence or a near miss in which you were involved, or are aware of having taken place at your place of work, or any concern regarding any health or safety issue.
- If you drive or operate machinery, to tell your employer if you take medication that makes you drowsy

- To report any injuries, strains or illnesses you suffer as a result of doing your job.

Environmental Responsibilities

- Comply with HCT Group Environmental Policy
- To ensure waste is segregated appropriately to maximize recycling.
- To ensure energy is not wasted by switching off lights and office equipment when not needed.
- To report to your manager or supervisor any environmental incident or near miss in which you were involved, or are aware of having taken place at your place of work, or any concern regarding any environmental issue.

The post will involve having access to information and data of a confidential nature, thus the successful applicant is required to adhere to the Data Protection Act as well as the Companies confidentiality policy.

TEAM HCT GROUP FOR EMPLOYEES

KEY AREA	ELEMENT
Continuous Improvement	Being Safety Conscious Being Customer Focused Being a First Class Trainer
Problem Solving	Taking Ownership of Employee Complaints and seeking to resolve them. Being a Team Player Being a Communicator Being Understanding of Others
Working with People	Being a Team Player Being a Communicator Being Understanding of Others

KEY WORKING PARAMETER

Category	Parameters for Role	Category	Parameters for role
Shift Pattern / weekend working / anti – social hours	Yes	On-Call responsibility	Yes
Training at external or remote locations	Yes		

SIGNATURES

Name of Line Manager:		Signature:		Date:	
Name of Post Holder:		Signature:		Date:	
Name of Deputy: (if applicable)		Signature:		Date:	
Date of Review:		Date of Next Review:			

Copy to: Personal File, Job Holder

Review date to be agreed but no longer than six months from the above date.