

# Job Description

<b>JOB TITLE:</b>	Coach Valet (nights)	<b>DEPARTMENT:</b>	Traffic
<b>HOURS</b>	Average 90 hours a fortnight operating on a rota basis	<b>LOCATION:</b>	Mendlesham.
<b>REPORTS TO:</b>		<b>NOTICE</b>	One Month

## **JOB PURPOSE**

Responsible for the day-to-day cleaning of the fleet, performing daily duties to assist in maintaining the highest levels of cleanliness, within the Fleet.

This is a key role on which the company depends to deliver its services to the highest standards.

## **MAIN ROLES & RESPONSIBILITIES:**

1. Perform daily cleaning of vehicles as instructed by the Operations Department. Cover all areas of cleaning and vehicle presentation as listed including preparation of vehicles for MOT test.
2. Operate daily cleanliness checks on vehicles whilst in depot to ascertain any further cleaning requirements.
3. Ensure vehicle security is upheld at all times.
4. Re-fuel vehicles as required.
5. Ensure all on board vehicle supplies are in place together with front and rear school boards.
6. Assist with the depot parking arrangements at all times.
7. Have overview of coach wash operation and keep area clean including pump room.
8. Manage toilet drop facility including surrounding area.
9. Monitor and report stock levels of Coach Wash, floor cleaner, blue roll etc and other cleaning products including checking the Anti-freeze levels on site.
10. Maintain diesel pump area including bund.
11. Perform essential operational maintenance in winter, i.e. clear snow, put salt down and manage cleaning resources like hoses to allow operation.
12. Empty coach waste tanks and replenish water tanks.
13. Perform other cleaning duties in and around the depot as required, which may include for example toilet and office cleaning, litter picking, washing down the fueling area to remove split diesel and oil.

## **OTHER RESPONSIBILITIES**

### **Health and Safety**

Take due care at work and contribute to the ongoing implementation of policies and procedures to maintain the health, safety and welfare of self, colleagues and customers. Ensure that accidents and/or unsafe or hazardous conditions are reported to management in line with policy.

### **Equality & Diversity**

Undertake all aspects of employment and service provision with due regard to Equal Opportunities and diversity and associated organisation policy and practice. Demonstrate a commitment to openness and equality of opportunity and ensure that all individuals are treated with dignity and respect.