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| Title: | Fleet Presentation Team Member | Status | Full Time |
| Department: | Fleet Presentation/Operations | Location: | Burpengary, with some time at satellite depots |

Purpose

A Presentation Team member is responsible for cleaning and detailing of buses, facilities and other fleet vehicles and onsite facilities.

This position plays a vital role in ensuring our fleet is presented to the public in line with our values of People. Pride. Passion. This role works as part of a team to achieve the highest level of presentation.

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Key Responsibilities and Duties (including other duties as required)

- Working as a part of a team to maintain the presentation and cleanliness of our fleet (Buses and cars).
- Helping to take care of our onsite facilities
- Clean and restock supplies in designated areas
- Adhere to all company WH&S policies and procedures and other legislative instruments;
- Operating cleaning machinery (training provided)
- maintain the appearance of all vehicles at an optimum level;
- clean vehicles to a standard specification;
- report any defects in the vehicle or equipment;
- maintain a clean and tidy work area;
- use personal protection equipment (PPE) as trained;
- assist other team members if required to ensure vehicles are ready for dispatch;
- be able to communicate with other departments and use a two-way radio; &
- undertake any other duties as operationally directed.
- Clean and tidy all area within time limits
- Follow procedures for all lost property items

SKILLS, KNOWLEDGE, EXPERIENCE

Knowledge of:

- the Code of Conduct in a workplace.
- Knowledge of cleaning duties involving the use of equipment such as vacuum machines, wet vac machines, chemicals, leathers, brushes, scrapers, high pressure water gerni, clean windows, polish and buff, use mop and buckets and chemical dispensing equipment.
- Knowledge of how to operate a computer.

Ability to:

- Keep clear and accurate records.
- Use good judgment.
- Understand, interpret and apply rules and directions.
- Acquire verbal information, terminology and procedures quickly.
- Ability to read, comprehend and understand how to use products and appliances.
- Ability to interact professionally with all levels of people and be able to work well with diverse groups.
- Must be able to work shifts or flexible work schedules as needed;

Skills:

- Excellent communication skills
- Respectful communications with all other KBL staff;
- Excellent communication and time management skills

PERSONAL QUALITIES

Must have a pleasing personality and ability to get along with other employees. Ability to deal effectively with a wide variety of personalities in situation requiring skill, friendliness, understanding, dignity, tact and good judgment. A physically fit focus in health and wellbeing and have the ability to maintain good health. Be able to abide to the Companies motto, respect people, take pride in yourself and others and be passionate about your work ethics.

WHS Requirements

- Solid level of functional capacity to meet the manual demands of this position including the ability to stand, walk, reach, stoop, bend and kneel.
- Ability to perform manual handling tasks involving lifting and carrying materials and goods (cleaning equipment).
- Must be able to pass pre-employment medical including drug testing;
- Ability to perform extended periods of standing (essential)
- Ability to work in varied weather conditions.

- Ability to comply with KBL's WHS policies and procedures,

LICENSES/QUALIFICATIONS

Valid Queensland Driver's Licence

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| 1 | TRAINING | <ul style="list-style-type: none"> • Support and participate in training programs that enhance knowledge and experience as part of the operations group. • Attend training workshops/presentations as required. • Performing other role responsibilities as required. |
| 2 | ADMINISTRATION | <p>Ensure administrative compliance by:</p> <ul style="list-style-type: none"> • Maintain timesheets, daily work sheets and other material related to the position role. • Correctly record and report all incidents and accidents on company forms. • Record vehicle and shift information as directed. • Participate in learning and development programs. |
| 3 | TEAM WORK | <p>Supporting colleagues by:</p> <ul style="list-style-type: none"> • Working collaboratively as a member of the fleet presentation team. • Be actively involved in team meetings, for reviews, supervision, and other unit activities. • Supporting fellow peers whilst respecting individuality. • Participating in the growth and development of the team. |
| 4 | SUPPORT | <p>Supporting colleagues by:</p> <ul style="list-style-type: none"> • Providing other Presentation team members support on an as needed basis. • Maintaining a current Qld Drivers' Licence. |
| 5 | CONFIDENTIALITY | <p>Ensuring business confidentiality by:</p> <ul style="list-style-type: none"> • Protecting the confidentiality of staff, company business information and practices. • Ensure the release of confidential information is not distrusted with any individual or external party. |