

GREAT SMOKY MOUNTAINS RAILROAD

Division/Department: Depot/Cleaning Crew

Job Title: Cleaning Supervisor

Reports to: Depot Manager

Type of Position: Seasonal, Non-exempt

General Description: Responsible for the cleaning of train cars on a daily basis and overseeing of cleaning crew staff. Plans, organizes, directs and controls all cleaning crew activities to ensure cleaning crew goals and objectives are reached and consistent with established Company policy and procedure. Functions as a direct report for cleaning crew staff.

Duties and Responsibilities:

- Plan, organize, direct, control and coordinate all aspects of cleaning and cleaning crew staff. Special attention to detail is necessary.
- Obtain a copy of the daily line up of cars to be cleaned.
- Work alongside the cleaning crew to insure that the train cars are properly cleaned, all equipment has been put away, train car doors have been locked and the train cars are ready for the next scheduled run.
- Oversee, train, and schedule all cleaning crew staff.
- Notify supervisor the next working day of any upholstery and/or carpeting that is in need of professional cleaning.
- Keep accurate inventory of cleaning supplies in warehouse. Order any cleaning supply needs in a timely manner to ensure adequate supply levels are maintained.
- Report any equipment repairs needed immediately to supervisor. Document and report any neglect or abuse to company equipment.
- Monitor staff performance and recommend personnel actions such as promotion, layoff, disciplinary action and termination.
- Conduct formal and informal staff evaluations as requested while providing performance feedback on a consistent/continual basis.
- Oversee and ensure compliance with GSMR policy, procedures and safety program including Safety Rules, Operating Rules and participation in ongoing safety training/regular daily safety meetings.
- Initiate/Complete required paperwork and recordkeeping in a timely manner providing accurate reports to accounting, payroll, HR, and senior management as requested.
- Direct/Oversee/Accomplish any special projects requested by General Manager and/or American Heritage Railways/GSMR senior management.
- Other duties as requested by AHR/GSMR senior mgmt.

Work Experience Requirements:

- 1-3 years of supervisory experience, with demonstrated experience in janitorial setting preferred.
- Must have an understanding of MSDS and OSHA safety standards.
- Must be able to communicate effectively in both written and spoken English, possessing strong leadership, organizational and interpersonal skills with proven ability to supervise people. Must be able to interact effectively with coworkers and customers.

Education and Other Requirements:

- High School Diploma or equivalent
- Must have a valid driver's license.
- Must be a working supervisor.

- Must be able to work a flexible schedule with night, weekend and holiday hours.
- Ability to push, pull, and carry a minimum of 15 pounds.
- Ability to stand, walk, stop, kneel, crouch, and reach for an extended period of time.
- Ability to bend at waist and perform repetitive foot and hand action.
- Good hand/eye/foot coordination required.

Tools and Equipment Used:

- Mop, Mop Bucket, Broom, Vacuum, etc.
- Golf cart

This is a job description, not intended to be specific. We work as a team at GSMR and you may be asked to do additional tasks.