



## **Shift Supervisor**

Responsible to: Waste & Recycling Operations Manager

Shift Pattern: See Roster (set up, during event and pack down)

Main purpose of Job: To ensure all teams within the Waste & Recycling Department are able to function efficiently and safely by foreseeing potential problems and finding solutions. To assist the Operations Manager in the day to day running of the Waste & Recycling Department.

### **Main duties & responsibilities:**

1. To communicate the overall aims of the Waste & Recycling Department to volunteers, crew, market stallholders, cleaning teams and patrons.
2. To make decisions that enable the overall Waste and Recycling Department to function, with safety and efficiency considerations to take top priority.
3. To manage and co-ordinate all teams within the department to ensure the smooth operation of the collection and sorting of waste, recycling and re-useable items.
4. Prioritize and assess quality of team specific tasks and control when necessary.
5. To conduct volunteer job specific inductions which include purpose of job, break times, expectations, location of PPE and water, OH&S considerations and clear meeting points and times.
6. Health and wellbeing management of volunteers through morale building, emotional support, correct rostering, breaks and sustenance (where applicable).
7. To liaise with the Volunteer Co-ordinator and Local Crew Liaison to address staffing issues such as no-shows or unsuitable medical conditions.
8. To ensure that the correct opening and closing and volunteer shift sign on and off procedures are adhered to at every shift.
9. Responsible for infrastructure management such as signing in/out procedures, signage maintenance, radio charging, and skip or compactor capacity.
10. To advise the Operations Manager of any on-going maintenance or operational problems regarding equipment and infrastructure including but not limited to lighting, vehicles, compactors, trailers and bin stations.
11. To act as main point of contact for waste contractors and other festival departments when on duty.
12. To conduct a comprehensive handover with the incoming Shift Supervisor to include upcoming tasks, volunteer status and infrastructure capacity.
13. To maintain departmental systems and collect daily systems figures from all team leaders and provide to Operations Manager.
14. To comply with all aspects of the festival and Green Chief OH&S and fire regulations, including the mandatory use of all PPE and be familiar with the festivals evacuation procedure.
15. To drive department vehicles in accordance with site OH&S protocol and report any accidents, near misses or damage to the Operations Manager immediately.
16. To report any incidents to the Operations Manager and assist in completion of the relevant paperwork.
17. To attend briefings and debriefs and operational meetings as and when required.
18. To be ready to start work at the time agreed upon with the Operations Manager and work off your own initiative and be self motivated at all times.