

TENDRING DISTRICT COUNCIL

JOB DESCRIPTION

Service : Operational Services

Post No:

Job Title: Casual Cleaner

Grade: 1B

Reports to: TECHNICAL OFFICER: Public Realm

1. JOB PURPOSE

Attending and cleaning public conveniences.

2. JOB ACTIVITIES

1. To ensure that the Council public conveniences are cleaned to the required standard of hygiene, safety and cleanliness. The post holder will be required at times to remove blood and other human waste. The post holder will be required to work early mornings, evenings, weekends and bank holidays.
2. Ensure compliance with all Health and Safety regulations and at all times to ensure a safe working area.
3. To lock and unlock the facility and to ensure that all keys are kept safely and that all security checks are completed as instructed.
4. To maintain and keep cleaning equipment in good condition.
5. Provide cover for attended toilets in Frinton
6. To assist the public to safely use the facilities.
7. To handle cash from the gated entry system to a safe within the premises.
8. To report any faults and defects to the Technical Officer.
9. To undertake any other duties as directed by the Technical Officer or Cleaning Supervisor
10. To work on own initiative and allocate time between a number of sites.
11. Be able to drive Council owned vehicles.

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3. SUPERVISION AND RESPONSIBILITIES

No direct staff responsibility.

The post-holder will be responsible for:

- communicating with the public and other services.
- attaining optimum performance in service delivery within your area of responsibility.
- seeking the advice of the Technical Officer: Public Conveniences on difficult or contentious decisions.

4. SPECIAL CONDITIONS

The post-holder must:-

- comply with legislative requirements of health, safety and welfare ensuring good practice standards at all times.
- ensure proper adherence to all of the Council's policies and procedures.
- take all possible reasonable steps to create a harmonious working environment using consultation, effective communication and team working techniques.
- You must hold a valid driving licence and have access to a vehicle during your employment.

6. PLACE OF WORK

Based at Tendring District Council, Northbourne Depot, Vista Road Clacton but working in any area of the Tendring District.

This job description is a guide to the duties the post-holder will be expected to undertake. It is not required to be exhaustive or exclusive and will be changed as working requirements dictate.

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PERSON SPECIFICATION

9.1 Professional and Technical Development

- Demonstrate a level of comprehension, literacy and numeracy sufficient for the performance of the duties set out in the attached job description
- Experience of cash handling

COMPETENCY REQUIREMENTS

The following competencies will be used in making the initial selection decision:

- 1. Working with People (2.1)**
 - a. Demonstrates an interest in and understanding of others
 - b. Adapts to the team and builds team spirit
 - c. Recognises and rewards the contribution of others
 - d. Listens, consults others and communicates proactively
 - e. Supports and cares for others
 - f. Develops and openly communicates self-insight such as an awareness of own strengths and weaknesses
- 2. Relating and Networking (3.1)**
 - a. Establishes good relationships with customers and staff
 - b. Builds wide and effective networks of contacts inside and outside the organisation
 - c. Relates well to people at all levels
 - d. Manages conflict
 - e. Uses humour appropriately to enhance relationships with others
- 3. Delivering Results and Meeting Customer Expectations (6.2)**
 - a. Focuses on customer needs and satisfaction;
 - b. Sets high standards for quality and quantity;
 - c. Monitors and maintains quality and productivity;
 - d. Works in a systematic, methodical and orderly way;
 - e. Consistently achieves project goals.
- 4. Following Instructions and Procedures (6.3)**
 - a. Appropriately follows instructions from others without unnecessarily challenging authority
 - b. Follows procedures and policies
 - c. Keeps to schedules
 - d. Arrives punctually for work and meetings
 - e. Demonstrates commitment to the organisation
 - f. Complies with legal obligations and safety requirements of the role a.
- 5. Coping with Pressures and Setbacks (7.2)**
 - a. Works productively in a high pressure environment
 - b. Keeps emotions under control during difficult situations
 - c. Balances the demands of a work life and a personal life
 - d. Maintains a positive outlook at work
 - e. Handles criticism well and learns from it