



ADUR & WORTHING
COUNCILS
Environmental Services

Job Description

Authority	Adur District Council / Worthing Borough Council
Directorate/Division	Communities / Environmental Services
Section	Parks and Open Spaces
Post Title	Leisure Attendant
Post Number	TBC
Accountable To	Head Ranger
Management Responsibility For	None
Authority to Liaise With	<u>Internal</u> 1) Colleagues in Parks and Foreshore 2) Colleagues in other departments of the Councils. <u>External</u> 1) General public (park and service users) 2) Park Friends Groups 3) Community Groups 4) Contractors 5) Allotment Holders and
Meetings Attended On A Regular Basis	Team Meetings

Principle Purpose of Job (role summary)

The postholder will provide support to the Parks Open Spaces and Foreshore team in the day to day operational management of the Parks, Open Spaces and Foreshore public realm.

The postholder will be expected to contribute to the continuous improvement of our service delivery at an individual level.

Main Responsibilities, Duties, and Duties of Postholder

1. To support the rangers to deliver an excellent high quality park and foreshore service ensuring that our parks, play areas outdoor gyms are clean, tidy, well maintained and welcoming.
2. To assist in the day to day running and support the management of allotments and self-managed allotment groups.

3. To carry out ad hoc and planned maintenance tasks for example painting and repairing fences, cleaning, painting and carrying out basic repairs of play equipment and park furniture, installation and removal of signage and park furniture.
4. To undertake support tasks such as Locking and unlocking of park sites and associated buildings, meter readings, setting up cleaning and painting barbeques and maintaining park furniture.
5. Support and comply with required health and safety standards.
6. Support the rangers to work alongside volunteers.
7. Maintain strong supportive relationships with team members.
8. To assist with community events which could include working ad hoc weekends and evenings.
9. To water plants and trees.
10. To collect and deliver materials.
11. Any other duties commensurate with the post.

Expectations of the Postholder

1. To provide an efficient, effective and comprehensive customer orientated service, delivering the duties associated with the post in accordance with the Councils' policies, Standing Orders, Financial Regulations and other authorised procedures and practices.
2. Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the postholder as a result of legislation, codes of practice or Council policies.
3. Undertake all duties in accordance with Council policies, in particular those relating to Customer Care and Equal Opportunities.
4. To promote the service and Councils positively at all times.
5. The post holder will be required to undertake such other duties as may be required within the grade and competence of the postholder. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.

Duties will be set out in this job description but please note that the Council reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The post holder will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.