



ADUR & WORTHING COUNCILS

Job Description

Authority:	ADC / WBC
Directorate:	Communities
Section:	Environmental Services
Post Title:	Seasonal Cleansing Operative (Litter Bins – Worthing Seafront) May - September
Post Number:	400119 (T)
Accountable to:	Assistant Operations Manager
Management responsibility for:	N/A
Authority to liaise with:	Other employees of the council, general public and other work colleagues
Meetings attended on a regular basis:	Monthly team briefing meetings
Work style	Mobile

Principal purpose of job (role summary)

The post holders main tasks include litter bin emptying along Worthing Seafront. From time to time the post holder will be required to carry out other tasks, including sweeping shop fronts, emptying litter bins, collection of bulky items from householders, collection of fly tipping around the area, replacing, fixing and repairing litter bins ensuring that sites are left in a clean, tidy and safe condition and the delivery and collection of trade bins to customers all the while ensuring that safe working practices are adhered and complied with, under the health and safety code of practice. Ensure that all relevant paper work is completed and returned to the office as necessary.

Main duties, tasks and responsibilities of post holder

1. Litter bin emptying, sweeping shop fronts, emptying litter bins, collection of bulky items from householders, collection of fly tipping around the area, replacing, fixing and repairing litter bins and the delivery and collection of trade bins to customers.
2. Comply with the safe working practices laid down by the Council, and working within the written procedures issued to each person on start of their employment.
3. Responsible for reporting any involvement in accidents or incidents on the

highways, filling out the relevant paper work and reporting back to the office at the end of the day or sooner.

4. To ensure a high standard of customer care throughout the working day as dealing with the public is a prime consideration when carrying out this task due to the post holder making collections from the homes of the general public, and good communication skills are essential for this post.
5. Ensuring that the correct paperwork is filled out each day appertaining to the post, and all relevant information completed and returned to the office.
To comply with rules and regulations on wearing PPE at all times, also when doing house clearances or special collections that can be hazardous, ensuring that the relevant safety equipment is used appropriate to the task.
6. To ensure daily that the required equipment is in a serviceable condition and will not impede or hamper the efficiency of the task, and is left empty and in a 'ready to use' condition at the end of the working day.
7. To ensure a high standard of customer care throughout the working day as dealing with the general public is a prime consideration when carrying out this task.
8. Carry out duties and responsibilities in compliance with the attached operating procedures.

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.