



ADUR & WORTHING COUNCILS

Job Description

Authority:	ADC/WBC
Directorate:	Communities
Section:	Environmental Services
Post Title:	Mobile Cleaner Operative
Post Number:	
Accountable to:	Car Parks and Toilets Supervisor
Management responsibility for:	N/A
Authority to liaise with:	Internal: Other employees of the council / External: General Public
Meetings attended on a regular basis:	Team Briefings
Work style	Shift pattern 4 on 4 off

Principal purpose of job (role summary)

The post holder will be required to assist in the provision of an efficient and effective mobile cleaning service to establishments across the Adur & Worthing District in accordance with the cleaning specification and shift requirements.

Main duties, tasks and responsibilities of post holder

1. The post holder will be required to clean and service the public toilets/Pavilions & Crematorium as per specification, including other sites as directed.
2. Ensure that cleaning of the immediate areas surrounding the Public toilets/sites are kept clean and tidy
3. Responsible for ensuring that sites are opened and locked as per the opening and closing times or as directed.
4. Report any damage or vandalism found of the public toilets/sites to the line manager
5. The post holder will be required to drive a designated vehicle supplied by the council between locations and for transporting goods where necessary whilst adhering to the councils' safe use of motor vehicles whilst on council business policy, including daily vehicle checks
6. Ensure that day-to-day paperwork is completed to enable the efficient running of

the section including; material requisitions, replenishment of stock levels, work returns and any other documentation as may be required

7. Be able to carry out minor maintenance such as lubricating door locks and refitting toilet roll holders.
8. Responsible for ensuring that all PPE/image clothing provided when on duty is worn at all times.
9. Competent in the use of a mobile phone.
10. Undertake all duties in accordance with Council policies, in particular those relating to Customer Care and Equal Opportunities.
11. Undertake such other duties as may reasonably be allocated to the post holder, which may involve providing assistance in any section of the department as may be required from time to time.
12. Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the post holder as a result of legislation, codes of practice or Council policies.
13. Promote the service and Council positively at all times.

The post holder will be required to undertake such other duties as may be required within the grade and competence of the post holder. 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.