

Position Title

Amenities Cleaner

Award Classification

Dorset Council Enterprise Agreement 2022, or any applicable Agreement that replaces it.

Date Reviewed

December 2024

Our Vision

An inclusive, thriving and connected community.

Our Values

Leadership

We lead by example through our behaviours and approach to work. We are a proactive advocate for the community, and engage with the community in determining and driving a vision for Dorset.

Creative Thinking

We foster a solutions-driven environment that embraces innovation and inspires fresh approaches in adapting to, and creating, change.

Customer Service

We meet our service standards in a professional and responsive manner.

Engagement

We communicate openly and encourage the active participation of the community.

Respect

We engage in open dialogue, whilst accepting there will be differences of opinion.

Financially Responsibility

We deliver services to the community in a sustainable and strategic cost effective way.

Our values influence our interaction with each other and our customers. We reinforce our corporate values during recruitment, induction and management of our people.

Position Objectives

To provide efficient and effective cleaning services across Council's amenities and facilities (predominantly at the Bridport Seaside Caravan Park) to ensure to a high standard of cleanliness, tidiness and hygiene for the enjoyment of users.

Key Responsibilities and Performance Requirements

- Clean prescribed amenities and facilities across the municipality in line with Council's Standard Operating Procedure for Cleaning Public Amenities ([DOC/18/1773](#));
- Clean and remake the Bridport Seaside Caravan Park Cabin as required after guests have vacated;
- Report any risks, hazards, incidents or vandalism that are identified whilst performing role at Council's facilities and amenities to the Town Maintenance Supervisor;
- Maintain a personal cleaning kit which has adequate stocks of cleaning materials and chemicals, and advise Infrastructure Administration Officer when new stock is being taken from the inventory or needs to be ordered;
- Ensure all chemicals in personal cleaning kit are clearly labelled and have a current Material Safety Data Sheet available;
- Operate cleaning equipment and Council plant in a way that is compliant with Council's policies and procedures, and any relevant operating manuals or similar;
- Maintain equipment in a clean, safe and serviceable condition in accordance with recommended operating guidelines;
- Accurate record keeping including but not limited to timesheets, customer service requests, incident reports and general store inventory; *and*
- Work effectively in line with any relevant Safe Work Method Statements, Standard Operating Procedures, Operating Manuals and licence/accreditation conditions.

Other

- Perform duties in a manner which is without an unacceptable level of risk to your own health and safety, other employees, customers or the community in general;
- Take personal responsibility for professional development by actively seeking opportunities for professional growth and continuous learning;
- Proactively contribute to induction processes, including your own, to ensure that newcomers receive effective support and guidance, facilitating their learning and integration into the team;
- Comply with any direction or education provided by Council to safeguard the safety and well-being of vulnerable individuals, including children and young people;
- Maintaining a working knowledge of legislative requirements and Council's policies and procedures that relate to the role;
- Comply with and promote compliance with Council's policies and procedures and any reasonable and lawful direction given by a leader in relation to the same; *and*
- Other duties as reasonably directed by the Town Maintenance Supervisor that are within the scope of the role and appropriate to the employee's level of training, experience and skills.

Organisational Relationships

Reports To

- Town Maintenance Supervisor

Internal Liaisons

- Town Maintenance Team Leaders
- Management Team
- Council employees

External Liaisons

- Community members
- Private and professional organisations

Accountability, Authority, Judgement and Decision Making

- Authority and responsibility to carry out all functions, duties and responsibilities in accordance with Dorset Council's requirements of the Amenities Cleaner.
- Accountable to the Town Maintenance Supervisor for the performance of duties.

Essential Skills and Knowledge

- Current drivers licence;
- Physical fitness and ability to perform the requirements of the role;
- Well-developed communications skills;
- High level time and task management skills;
- An understanding (or the ability to learn) about Work Health and Safety requirements relating to the role;
- Ability to work effectively in a team, or autonomously with no direct supervision;
- Ability to perform tasks efficiently and effectively in allocated timeframes;
- Ability to use initiative and approach workload in a proactive manner; *and*
- Flexibility with hours, including willingness to perform increased hours during peak season and busy periods / periods of leave, and to work weekends, public holidays and early/late shifts as required.

Desirable Skills and Knowledge

- Demonstrated experience in providing high quality commercial cleaning and/or cleaning public amenities;
- Experience in the use of cleaning equipment and chemicals;

Personal Attributes

- Problem solving skills;
- Flexibility and ability to adapt to changing work environments;
- A high level of self-motivation and initiative; *and*
- Ability to perform work to a high standard and take pride in own work.

I, _____ (name) have read and understood my position description and agree to perform my role in accordance with the objectives, responsibilities and performance requirements set out in this position description.

Employee Signature: _____ Date: _____