

### Position Title

Amenities Cleaner

### Award Classification

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

### Date Reviewed

10 September 2025

### 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

Maintain a high standard of cleanliness and hygiene in Council's facilities and amenities for 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](#));
- Report any risks, hazards, incidents or vandalism that are identified whilst performing the role at Council's facilities and amenities to the Town Maintenance Supervisor;
- Maintain a cleaning kit which has adequate stocks of cleaning materials and chemicals, and advise Infrastructure Administration Officers when new stock is being taken from the inventory or needs to be ordered;
- Ensure all chemicals in the 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;
- Demonstrate a proactive approach to professional development by seeking and engaging in opportunities to build role relevant skills and knowledge;
- 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

- Management Team
- Council employees

#### External Liaisons

- Members of the public
- 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

#### Essential

- Physical fitness and ability to perform the requirements of the role;
- Well-developed communications skills;
- High level time and task management skills;
- 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;
- An understanding (or the ability to learn) about Work Health and Safety requirements relating to the role; *and*
- Flexibility with hours, including willingness to perform increased hours during peak season and work weekends, early and late shifts if required.

#### Desirable

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

### Qualifications and Licences

- Current unrestricted Drivers Licence.

### 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: \_\_\_\_\_