

## **Job Description**

<b>Post Title</b>	<b>Dry side Attendant /Cleaner</b>
<b>Grade</b>	<b>2 SCP 8</b>
<b>Hours of work</b>	
<b>Base</b>	<b>Merthyr Tydfil Leisure Centre</b>
<b>Disclosure</b>	<b>Enhanced</b>

### **Principle Job Purpose**

To provide a high quality service to all those visiting and using Merthyr Tydfil Leisure centre facilities and contribute to Merthyr Tydfil Leisure Trusts vision of Enhancing Lives through Leisure and Culture by supporting the delivery of the dry side programme and maintaining cleanliness levels within the facility.

**Responsible to: Duty Manager**

### **Key responsibilities**

1. To ensure that a high level of cleanliness is maintained throughout the building on a daily basis.
2. To support dry side set ups and take down for sporting activities, meetings, functions and events.
3. Undertake light maintenance and repairs

### **Primary Tasks**

1. To undertake cleaning duties (in both internal and external areas) as directed.
2. To undertake daily cleaning of a variety of areas as per the agreed cleaning schedule.
3. To ensure standards and procedures are adhered to.
4. To use cleaning materials appropriately, as instructed and in line with COSHH and health and safety regulations.
5. To support the Duty Managers with stock control

6. To report any defects seen whilst cleaning to the duty manager
7. To support dry side change overs on a day to day basis
8. To undertake such other duties appropriate to the grade and character of the work as may be reasonably required
9. To undertake general maintenance and repairs such as changing toilet roll holders, renewing of toilet seats etc.

### **General**

1. Act at all times in accordance with all appropriate legislation and regulations and codes of practice
2. Work within the requirements of the Trust's Health and Safety policy, performance standards, safe systems of work and procedures.
3. To actively promote the use of the Welsh Language
4. To actively promote and undertake all duties with due regards to the Trust core values and principles
5. Undertake all duties with due regard to the Trusts equalities policy and relevant legislation.
6. The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with the post and in addition as a term of your employment you may be required to undertake various other duties as may reasonably be required.
7. The Trust reserves the right to update your job description from time to time to reflect changes in or to the post.

## Person Specification

### Assessment method

	Essential or Desirable	Application Form	Interview
Experience of cleaning - in a leisure environment or similar	E	✓	✓
Good communication skills to be able to communicate effectively with the general public and other staff members	E	✓	✓
Able to communicate through the medium of Welsh	D	✓	
Competent level of IT skills i.e. Microsoft word, excel etc.	E	✓	✓
Knowledge of Health & Safety Regulations	E	✓	✓
Knowledge of COSHH regulations	E	✓	✓
Ability to work as part of team and on own initiative	E	✓	
Able and willing to work evenings and weekends	D	✓	
Commitment to high quality service delivery	E	✓	✓
Desire for continuous self-development	E	✓	✓