

## Job Description

<b>Post Title</b>	<b>Cleaner Attendant</b>
<b>Grade</b>	<b>Scale 1 Point 7 (£7.11)</b>
<b>Hours of work</b>	<b>25.00 Hours</b>
<b>Base</b>	<b>Merthyr Tydfil Leisure Centre</b>
<b>Disclosure</b>	<b>Enhanced</b>

## Principle Job Purpose

To support Merthyr Tydfil Leisure Trust in delivering its vision of “Enhancing lives through Leisure and Culture” by inspiring, developing and delivering positive experiences for all at the leisure trust facilities.

**Responsible to:** Duty Manager/Duty Officers

## Key responsibilities

1. To undertake any cleaning duties ensuring that they are completed to a high standard. One that meets the needs and expectations of the customer and persons that you are responsible to.
2. To ensure all tasks that are completed are done safely for both parties. (Yourself and the customer) following health and safety protocols and using a common sense approach

## Primary Tasks

1. To undertake cleaning duties (in both internal and external areas) as directed
2. To Oversee the general safety and behaviour of the customers in accordance with the centres operating procedures
3. To direct the activities of customers to prevent injury, misuse and damage to facilities, equipment, yourself or other customers and staff
4. To assist in operational supervision of the facilities. (for example identifying faulty equipment and undertaking remedial duties as directed and trained)
5. To respond to customer enquiry or communicate with courtesy and integrity
6. To comply with and adopt the centres policies and procedures

*Our Vision: Enhancing lives through Leisure & Culture*

7. To implement the trusts equalities policy at a level appropriate to the job and at all times carry out his/her duties with due regard to the trust equalities Policy.
8. To undertake such other duties appropriate to the grade and character of the work as any be reasonably required
9. 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 your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.
10. Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.
11. To comply with and adopt the Centre's policies and procedures.
12. To implement the Council's Equalities Policy at a level appropriate to the job and must at all times carry out his/her duties with due regard to the Council's Equalities Policy.

## General

1. As part of your duties you may be required to work in any of the Leisure Trust Buildings.
2. To implement the Trust's equalities policy at a level appropriate to the post
3. To be responsible for the implementation and adhere to the provision of legislation relating to health and safety.
4. To respond to customer enquires with courtesy and integrity
5. 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.
6. Your duties will be as set out in the above job description but please note that the Trust reserves the right to update your job description from time to time to reflect changes in or to the post.

### Person Specification

#### Qualification / Experience

#### Assessment method

	Essential or Desirable	Application Form	Interview
Experience - in the multi leisure environment or similar recreational establishment	E	✓	
Skills – Through knowledge of safe and effective cleaning procedures for all areas of the facility both internally and externally	E	✓	
Qualifications – Manual Handling Welcome Host or equivalent Cleaner Operator Proficiency Cert..	E	✓	
Special Requirements - In order to provide an effective, efficient and economic service, staff required being flexible in their approach to the employment; you would be expected to work in other areas of the trust as the need arises-sometimes at short notice.	E	✓	
Equalities - To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.	D	✓	

#### Knowledge and Skills

#### Assessment method

	Essential or Desirable	Application Form	Interview
Good communication skills to be able to communicate effectively with the general public and other staff members	E	✓	✓
	E	✓	
	E	✓	✓
	E	✓	✓
	E	✓	✓
Able to communicate through the medium of Welsh	D	✓	

#### Additional requirements

#### Assessment method

	Essential or Desirable	Application Form	Interview
Ability to work as part of team and on own initiative	E	✓	✓

Able and willing to work evenings and weekends	E	✓	
Commitment to high quality service delivery	E	✓	✓
Desire for continuous self-development	E	✓	✓