



ADUR & WORTHING
COUNCILS

Job Description & Person Specification

Authority	ADC / WBC
Directorate	Environmental Services
Post Title	Mobile Cleaner Operative
Post Number	43515
Accountable to	Car Parks and Toilets Supervisor
Key leadership relationships	<p>Internal: Members of the Council, Chief Officers and all other appropriate Council officers and managers</p> <p>External: Members and Officers of other bodies, specialist agencies, media, contractors and consultants, partner agencies across the public, private and voluntary sectors.</p>
Work style	<p>Shift Pattern 4 on 4 off</p> <p>This role does not fall within the Blended Working Policy</p>
Last updated	August 2024

Job Description - 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.

Your manager will empower you to apply our principles - resilience, adaptability and participation - to your working practices.

Expectations of post holder

Willingness to embrace change and ability to adapt to new ways of working
Enthusiasm for working across teams in collaboration and partnership in order to help deliver Our Plan
Act with honesty and openness, and be brave enough to contribute your ideas and get involved
Bring your passion for delivering a high quality service for our residents to your role
Engage proactively in your performance and development conversations, and embrace opportunities to learn and grow
Live how we work with each other and our customers: <ul style="list-style-type: none"> ● We listen ● We say what we think & do what we say ● We are inclusive & kind ● We are ambitious ● We think & act beyond ourselves and our service ● We are a team
Promote the service and Councils positively at all times

Role specific Duties and responsibilities

The post holder will be required to clean and service the public toilets/Pavilions & Crematorium as per specification, including other sites as directed.
Ensure that cleaning of the immediate areas surrounding the Public toilets/sites are kept clean and tidy
Responsible for ensuring that sites are opened and locked as per the opening and closing times or as directed.
Report any damage or vandalism found of the public toilets/sites to the line manager

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
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
Be able to carry out minor maintenance such as lubricating door locks and refitting toilet roll holders.
Responsible for ensuring that all PPE/image clothing provided when on duty is worn at all times.
Competent in the use of a mobile phone.
Undertake all duties in accordance with Council policies, in particular those relating to Customer Care and Equal Opportunities.
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.
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.
Promote the service and Council positively at all times.

As the post holder, you will be required to undertake such other duties as may be required within your grade and competence, and 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.

Adur & Worthing Councils recognise the need to ensure the welfare of children and vulnerable adults when they come into contact with services provided by the Councils. Employees, volunteers and Elected Members have regular contact with the general public during the course of their work and are in a position to observe signs which might indicate that a person is at risk of harm and abuse. If signs, which cause concern, are observed, all employees (temporary and permanent), volunteers and Elected Members have a duty to report allegations, disclosures and suspicions of abuse or neglect in line with the Councils' [Safeguarding Policy](#) .

Person Specification:

<p>The core skills and competencies below are taken from our organisational Skills and Competencies Framework v1.0 and are an indication of the expectations we have of our employees. The full document will be shared with you as part of the onboarding process.</p>	
Participative	<p>Build strong relationships with people inside and outside your team and organisation to make a difference to improved outcomes for the local area</p> <p>Engage in clear and positive written and verbal communication to help people understand what you want to achieve and how they can help</p> <p>Value the unique strengths of people from different backgrounds to promote a culture of inclusion, equality and diversity</p> <p>More detail can be found in the Participation Skills & Competencies.</p>
Adaptive	<p>Adopt an active interest in learning and development opportunities that will enable you to strengthen and broaden your skills</p> <p>Experiment with new ways of working to help continuously improve how we deliver outcomes (including through the use of digital tools and platforms)</p> <p>Anticipate new challenges & opportunities to be able to adapt to change around you</p>
Resilient	<p>Embrace a consistently positive attitude and effectively prioritise workload to support your own wellbeing</p> <p>Cultivate a supportive environment with colleagues so people feel part of a team that looks out for each other</p> <p>Prioritise the use of resources that helps us be financially and environmentally sustainable</p>
Leadership	<p>Be open to coaching approaches to support others in finding solutions to problems</p> <p>Role model the principles above to inspire others to demonstrate positive behaviours</p> <p>Develop an understanding of the political processes that guide our organisation and show commitment to the safeguarding of others</p>

	Essential	Desirable
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Qualifications	<p>Full Manual Driving Licence</p> <p>Basic standard of literacy to be able to read instructions/safety notices</p> <p>Basic standard of numeracy in order to be able to calculate dilution rates for products.</p>	Hygiene NVQ
Knowledge	<p>Use of cleaning equipment and products</p> <p>Knowledge of how to safely use and store cleaning chemicals</p>	Aware of cleaning specific Health and Safety requirements eg COSHH assessments
Experience	<p>Use of cleaning equipment and products</p> <p>Knowledge of how to safely use and store cleaning chemicals</p>	<p>Previous experience of working in waste management</p> <p>Experience of lone working</p> <p>Experience of working in a local authority</p>
Communication	<p>Internal: Be able to work collaboratively with colleagues</p> <p>External: Confident in being able to deal directly with the public and suppliers where required.</p>	
Relationship Building	<p>Internal: Be able to work collaboratively with colleagues</p>	
Analytical	<p>Self-motivated, able to loan work out of core hours.</p>	
Planning/ Organising	<p>Able to be flexible in approach to work</p> <p>Ability to recognise faults and report accurately.</p>	
Other requirements	<p>Confident in ability to be able to undertake minor maintenance duties</p> <p>Able to work with minimum supervision.</p> <p>All weathers. Outside and inside including ladies and gentleman's toilets and the Pavilions.</p>	

	May be required to help cover cleaning at the Crematorium	
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Job description & Person Specification agreed by:

Post holder (Print name):	
Signature:	
Date:	