

LITTLEHAMPTON TOWN COUNCIL

Job Description

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| DEPARTMENT: | Amenity Team |
| LOCATION: | Littlehampton, Unit 6F |
| JOB TITLE: | Amenity "B" Team Casual Assistant |
| GRADE: | NJC 2 |
| RESPONSIBLE TO: | Amenity Team Co-Ordinator |

MAIN PURPOSE OF THE ROLE:

To assist with the delivery of local events and activities, working evenings, weekends and Bank Holidays as required.

To assist the Amenity and Caretaking Team to undertake preventative and reactive maintenance to property, land and premises around the Town.

Key Tasks

1. To comply with all instructions given by the Amenity Team Coordinator in relation to the work in hand.
2. To ensure that all work is carried out in a safe and proper manner to the best standard possible and using appropriate tools, plant and equipment.
3. To read all relevant risk assessments and clarify any items as necessary.
4. To check that all tools, plant and equipment is used in accordance with the manufacturer's instructions and any guidance given.
5. To ensure that as appropriate all safety equipment is worn – helmets, goggles, glasses etc.
6. To record all work carried out and ensure materials used are recorded on worksheets supplied.
7. To be prepared to work in a variety of locations in the Town and surrounding areas in order to carry out your duties.
8. To assist with events and event support as required. To help ensure that all equipment is accounted for and that sites are left in an appropriate condition after events.

9. To prepare venues for functions, such as weddings, setting out furniture and ensuring the venue is well presented
10. To assist with maintenance, cleaning, repairs and refurbishment to Town Council premises and property to a good standard.
11. To assist as necessary with grounds maintenance and horticultural duties.
12. To comply with the Town Council's Health and Safety Policy at all times.
13. Apply consistently the principles of Equal Opportunities, as embodied in the Town Council's policies and practices throughout the duties outlined.
14. To undertake training as required
15. To undertake any other tasks commensurate with the grading of the post, as required by the manager/supervisor or the Town Clerk, ensuring that all duties undertaken are done so in accordance with departmental policies, practices, procedures and standards.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

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Person Specification

Post Title: Amenity "B" Team Casual Assistant

Location: Littlehampton

Grade: NJC 2

| | Essential Criteria | Desirable Criteria | Method of Assessment/ Source of Information |
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| Key Skills & Abilities | <ul style="list-style-type: none"> • Basic general maintenance/ DIY skills • Basic horticultural and grounds maintenance skills • Ability to communicate in writing and verbally • Ability to follow written and spoken instructions • Good time management • Ability to deal people in a polite manner at all times • Ability to undertake a diverse workload • Ability to work as part of a small team • Ability to use own initiative and work independently on occasions • Ability to follow health and safety guidance and procedures • Basic ICT skills (to be comfortable using mobile devices to receive jobs and notify when completed) | <ul style="list-style-type: none"> • | Application form/Interview/Reference |

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| Education & Qualifications | <ul style="list-style-type: none"> • Full Driving Licence • Literate and numerate | | Application form |
| Knowledge and Experience | <ul style="list-style-type: none"> • Working knowledge of power tools and hand tools • Experience in general maintenance/DIY • Experience of gardening • Experience of working with others as part of a team • Understanding of Health and Safety including Personal Protection Equipment | <ul style="list-style-type: none"> • Knowledge of working at height regulations • Manual Handling • Building/decorating/car pentry • Horticultural skills including plant and machinery for grounds maintenance | Application form/Interview |
| Personal Attributes | <ul style="list-style-type: none"> • Good interpersonal skills • Willingness to take on a range of tasks as required • Customer friendly • Enthusiasm for the role • Flexible and self-motivated approach to work • Punctual and reliable | | Application form/Interview |
| Other | <ul style="list-style-type: none"> • Ability and willingness to work evenings, weekends and bank holidays particularly to cover events • Flexible with working hours • Ability to undertake manual handling tasks | | |

Date (drawn up): 29.7.21

Reference of Officer(s) drawing up person specifications : LC