

Job Description

Job Title:	Grounds & Cleansing Assistant
Directorate:	Place, Growth and Prosperity
Section:	Streetcare and Greenspace
Responsible to:	Grounds & Cleansing Team Leader
Grade	Level 4

Job Purpose

To assist the Team Leader to deliver a high quality, efficient and effective grounds maintenance and street cleansing service with associated functions in accordance with instructions and agreed procedures.

Key Duties / Responsibilities

1. To undertake general grounds and cleansing work within the City of Stoke-on-Trent.
2. To participate in a PAR interview.
3. To carry out mowing, hedge cutting, shrub pruning and associated works in open spaces, parks, housing land and on other landscaped areas.
4. To collect and remove litter, detritus, fly tipping, dog fouling, leaves, weeds and any other wastes as instructed.
5. To open/close and clean City Council changing rooms, recreational pavilions, public toilets and garage buildings, remove graffiti, unauthorised signage and carrying out simple repairs as directed by the Team Leader or Manager.
6. To empty litter and dog fouling bins as required.
7. To remove unauthorised signage from City Council street furniture.
8. To report incidents of fly tipping or waste arising's too large to attend to as part of normal street cleansing duties to the Grounds and Cleansing manager/Team Leader.
9. Erection and dismantling of sports and other equipment.
10. Use of petrol driven hand tools, light plant and ride-on mowing machinery.
11. Soil cultivation (digging and manuring) assist in planting annual bedding.
12. To carry out more skilled operations, e.g. turfing and tree planting.
13. To strictly adhere to all relevant Health and Safety legislation, Safe working practises and council procedures.
14. To complete any paperwork in accordance with Departmental or statutory requirements.

15. To trial alternative machinery and give feedback.
16. To complete health and safety paperwork on a daily basis for the use of different types of machinery.
17. To open and close gates with keys and security locks to ensure safe working practises and security.
18. To participate in winter maintenance gritting operations when required.
19. To undertake any other duties appropriate to the post.

Person Specification



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Minimum Essential Requirements - Evidenced by: **a:** application form **b:** test **c:** interview

	a	b	c
Ability to demonstrate enthusiasm and commitment for the job.	✓		✓
Ability to carry out work to the highest quality.	✓		✓
To be physically fit	✓		✓
Ability to use a range of hand tools, horticultural equipment and light plant (including ride-on mowers)	✓	✓	✓
Be prepared to take on any training relevant to the post.	✓		✓
Experience of grounds maintenance or an operational service	✓		✓



Conditions of Service

Job Title:	Grounds and Cleansing Assistant
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Section:	Streetcare and Greenspace
Grade:	Level 4
Salary:	£16,491- £17,772

PLEASE NOTE THIS IS CASUAL WORK therefore the City Council are under no obligation to provide work, likewise the Worker will be under no obligation to take up the offer of work.

Working Hours: Hours will be as and when required.

Annual Leave Entitlement: You will accrue 1 hour's paid annual leave for every 8.31 hours worked, which you should take at times you are not working. You may receive a payment in lieu of any outstanding holiday should you inform the Council you no longer wish to be considered for casual work.

Sickness Absence: There is no entitlement to Occupational Sick pay. There may be an entitlement to Statutory Sick Pay if the total of the 8 weeks pay prior to the first day of absence, when divided by 8 is liable to National Insurance. Details are available from the Payroll Section. If you are unable to attend for work due to sickness, please contact the Line Manager you would have been working for on or before your scheduled starting time.

Notice Period: As work is not guaranteed, notice is not required from either party. However, if you no longer wish to be offered available work, please let the Department know.

Equal Opportunities Monitoring: New entrants must provide details of ethnicity and disability for the starter forms to enable the city council to monitor its progress towards being an equal opportunities employer.

Medical Examination: Your employment is subject to the council's medical adviser giving medical clearance. Initially, this will take the form of a medical questionnaire.

Clothing and Uniforms: You must wear protective clothing/uniforms that may be issued to you.

Rehabilitation of Offenders Act: The post is subject to the Exceptions Order of the Rehabilitation of Offenders Act 1974 and if you are shortlisted you must disclose any criminal convictions, bindovers or cautions received, which are not spent.

Asylum and Immigration: According to the Immigration, Asylum, Nationality Act 2006 you must (if appointed) provide proof of current and valid permission to be in the United Kingdom, and valid permission to do the type of work offered.

Your continuing employment is subject to you having leave to remain and work in the United Kingdom by having a valid work permit. Should your work permit fail to be renewed at a future date, the authority would have to terminate your contract with immediate effect.

Trade Unions: As your employer, we support the system of collective bargaining in every way and believe in the principal of solving industrial relations problems by discussion and agreement. For practical purposes, this can only be conducted by representatives of the employers and of the

employees. If collective bargaining of this kind is to continue and improve for the benefit of both, it is essential that the employee's organisations should be fully representative. Therefore, it is recommended that employees become a member of a trade union represented on the relevant national joint council.

A full list of the trade unions appropriate to the type and nature of employment is available from HR Consultancy.

Other Conditions of Service: Any other conditions of service are as per the Scheme of Conditions of the National Joint Council for Local Authorities Services as amended by decisions, rules and regulations of the City Council.