

Mobile Toilet Attendant (Relief)

Mainland

At a glance:

Grade: B

Salary: As per advert

Allowances:

- Distant Islands Allowance

Job Purpose:

Providing front line building cleaning activities to buildings owned by Orkney Islands Council in accordance with set procedures and instructions.

For application support contact hrsupport@orkney.gov.uk or call 01856 873535 ext.2250

Benefits and Support

5.6 weeks statutory annual leave, inclusive of Public Holidays (pro-rata)	Comprehensive induction process
Potential to join Local Government Pension Scheme	Employee Assistance Programme

Main Duties and Responsibilities

Undertake the cleaning of various public conveniences, waiting rooms and associated accommodation to ensure that they are kept in a clean and hygienic condition. Powered equipment may be used where necessary.

Cleaning

Washing

Sweeping

Vacuum cleaning

Emptying of litter bins

Polishing

Keyholder duties

Report building defects immediately in accordance with Building Cleaning procedures and securing premises if unsafe for use.

Undertake minor maintenance duties such as replace light bulbs or erecting dispensers as instructed.

Comply with the quality procedure within Building Cleaning.

Drive a designated vehicle and undertake statutory vehicle checks

Responsibilities for All

Embody the Council Values of Accountable, Reliable, Considerate and Collaborative.	Participate in team meetings, 1 to 1s, supervision and good conversations process
Handle all information in confidence and in line with Data Protection requirements	Comply with the Council Employee Code of Conduct
Work safely to prevent risk to yourself and others	Comply with relevant professional body codes of practice/conduct
Ensure Equality, Diversity and Inclusion	Any other duties appropriate to your grade
Undertake mandatory and relevant training and development	Where required Support the Council's emergency response

Skills and Requirements

Must have

Experience of cleaning duties either at home or in a commercial environment

Knowledge and use of basic cleaning equipment such as manual equipment and vacuum cleaners

Driving Licence

Requirements of the Role

Disclosure/PVG:	N/A	Convictions to Declare:	N/A
Politically Restricted Post:	No	Sponsorship:	No