

CHESHIRE EAST COUNCIL

JOB DESCRIPTION

JOB TITLE: Estate Presentation Assistant

EVALUATION FAFI4204

REFERENCE:

GRADE: 2

REPORTS TO: Park Manager

JOB PURPOSE

Maintain to a high standard the appearance and condition of Tatton's premises and facilities.

PRINCIPAL RESPONSIBILITIES

- 1 Clean and maintain premises, features and toilets in order to ensure the highest standard of presentation for visitors.
- 2 Support the Park Ranger Team and Estate Support Team in routine and planned maintenance and effect repairs in a variety of fields, e.g. painting, minor building, in order to ensure the effective repair and condition of the buildings and infrastructure on the estate.
- 3 In conjunction with the Park Ranger Team and Estate Support Team, carry out initial maintenance and repairs in response to call outs involving vandalism, break-ins, blockages, breakages and security problems in order to ensure a prompt and effective reaction to maintenance problems.
- 4 Monitor and maintain, under the guidance of the Park Manager, the play area to ensure the safe operation of equipment.

The job holder may be required at any time to undertake any work up to and/or at a level consistent with existing responsibilities. These tasks may be at any location in Cheshire East, to ensure the effective deployment of labour, materials, transport and equipment to meet daily service requirements.

PERSON SPECIFICATION

<u>CRITERIA</u>	<u>DESIRABLE</u>	<u>ESSENTIAL</u>	<u>METHOD OF ASSESSMENT</u>
Qualifications	Educated to GCSE level in English and maths		Application form Interview
Experience	Experience using a range of cleaning and maintenance machinery Previous experience of working with the public	General cleaning, maintenance and/or laboring experience	Application form Interview
Job related Knowledge	First Aid	Knowledge of Tatton Park, it's visitor services and surrounding area Knowledge of proper use of eco-friendly products, mowers, strimmers, leaf/litter suckers and basic hand tools Understanding of Health and Safety	Application form Interview
Skills and Aptitudes		Able to read and understand instructions – e.g. on hazardous cleaning chemicals and equipment Patient, tolerant and self motivated Able to complete basic calculations – e.g. dilution of cleaning chemicals etc. Able to communicate with members of the public (e.g. noting and referring complaints, accident reporting etc.) Able to relate well to a wide range of people Able to undertake basic maintenance and repairs Able to safely use various hand tools, e.g. hammers, saws, screwdrivers, rakes,	Application form Interview References

		mops, rods for drains, shovels etc.	
Other requirements	Tractor driving and/or driving a vehicle with a trailer	<p>Flexible approach to work, including ability to work regular weekends</p> <p>Willingness and ability to undertake a range of cleaning duties, including crouching in congested toilet cubicles for cleaning and basic repairs, resolving blockages and cistern attention</p> <p>Able to lift and carry materials, weighing up to 25kg, including bags of sand, cement and flagstones</p> <p>Willingness and ability to spend large portions of the day walking around the Tatton Park site completing duties (e.g. with a litter stick collection rubbish)</p>	Application form Interview References