



# Job Description

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St. Helens Council

<b>Post:</b>	<b>Changing Room Attendant</b>
<b>Post Number:</b>	<b>PED215</b>
<b>Department:</b>	<b>Environmental Protection</b>
<b>Grade:</b>	<b>SCP 08 - 10</b>
<b>Responsible to:</b>	<b>Area Landscape Manager</b>
<b>Purpose of the Post:</b>	<b>To open and close changing facilities in parks</b>

## **Duties and Responsibilities:**

- 1.** To unlock and lock changing facilities as required for football and rugby matches.
- 2.** Clean changing facilities internal and external after use in accordance with the required standard.
- 3.** To check the heating system and ensure it operates in accordance with the manufactures instructions.
- 4.** Be responsible for the keys for the changing facilities.
- 5.** To supervise users of facilities.
- 6.** To maintain good customer care.
- 7.** To monitor stocks of cleaning materials and equipment and request replacements when required.
- 8.** To report any defects identifies in the building.
- 9.** To record as required water, electric and gas meter readings.
- 10.** To comply with the Council's Health and Safety Policy and associated safe working procedures and guidelines.
- 11.** To comply with the Council's Comprehensive Equality Policy and to ensure that it is implemented within the service area of the post.
- 12.** To comply with the Council's Data Protection Policy and Code of Practice within the service area of the post.



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**This post is not subject to Disclosure.**

**This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989.**

**The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the postholder/s at the appropriate time.**

**Date Prepared: March 2014**