

JOB DESCRIPTION
Grounds Assistant
Vacancy Ref:

Job Title: Grounds Assistant	Present Grade: 1s
Department/College: Facilities - Operations	
Directly responsible Grounds Supervisor	
Supervisory responsibility for: N/A	
Other contacts Internal: N/A External: N/A	
JOB PURPOSE: This is a key role within the Universities Grounds Team, and the post holder is responsible under the direction of the Grounds Supervisor for the removing of litter, fly tipping and debris, either mechanically or manually. General duties include the emptying of external litter bins, sweeping, litter picking Major Duties: - Litter removal duties including emptying external litter bins, litter picking and manual sweeping of hard surfaces - Collecting refuse/recycling and transport to bin store areas - Cleaning to external surfaces, such as bins, windowsills and high-level exterior areas eg. canopies to remove cobwebs/dust/debris - Undertaking specialist cleaning that may be needed such as removing body fluids, animal excretes etc. - Ensuring work schedules are completed as instructed, informing supervisors/managers immediately should any problems occur - Deal with members of the public and University staff in a helpful and courteous manner - To comply with all set standards and procedures outlined for the role including health & safety guidelines - Undertake any training and development appropriate to the current and future needs of post - Undertake other manual duties appropriate to grade Specific Duties - To be responsive and helpful to requests and concerns, demonstrating a flexible and 'can-do' approach, referring on to Grounds Supervisor where appropriate. - To communicate effectively and courteously with academic staff, students and other members of staff and the public. - To clean and maintain the campus landscape using good sound knowledge of exterior cleaning techniques - To be skilled in the use of hand tools and appropriate powered hand tools which are used in the exterior cleaning of the campus and grounds maintenance. - To undertake attend training as may be required - To be willing to undertake tasks regardless of weather conditions - Ensure equipment used is regularly maintained in accordance with routine operating requirements.	