



Almond Valley Heritage Trust
Tidy Team Assistant
Job Reference: VSTT-01-2024

Thank you for enquiring about the post of Tidy Team Assistant with Almond Valley. This is a seasonal full time pensionable appointment. The successful candidate will be expected to work weekends and public holidays. Closing date for the post is Midnight Wednesday 14th February 2024. Interviews for the post will be taking place week commencing 26th February 2024.

POST DETAILS

Salary	National Living Wage (this is currently under review)
Location	Almond Valley Heritage Centre
Manager	Lisa Daniels
Contract	Seasonal
Working Hours	40 hours week. Working a shift pattern of 5 out of 7 days, working weekends and public holidays. Work hours are usually between 9:00 to 17:00
Start Date	25 th March 2024

OVERVIEW OF THE POST

As a key support to the Senior Driver & Tidy Team Assistant , the Tidy Team Assistant ensures the cleanliness of the site to a consistently high standard which contributes to the overall visitor/site experience.

INFORMATION ABOUT TEAM

You will form part of the Visitor Operations Team, lead by the Operations Manager. The small dedicated tidy team team is made up of three team members, who work in shifts to ensure the cleanliness of the site, this team also operates the rides on site, however this specific role does not include the operating of the rides. This role also works closely with the Facilities Manager, who ensures the maintenance and landscaping of the site is completed.

SCOPE OF DUTIES

Key Responsibilities, Duties and Objectives

Customer Experience

- Meeting customers face to face and answering their questions
- Advising customer of routes around the site

Site Cleanliness

- To carry out appropriate cleaning of areas as directed by the Operations Manager and Senior Drive & Tidy Team Assistant, these include but not limited to:
 - Daily litter picking
 - Regular toilet checks and cleaning throughout the day-to-day
 - Cleaning of play areas
 - Deep cleaning Bones and Stones, the Bouncy Pillows, the Paraffin Works and the Adventure Zone on a regular basis
 - To assist with the removal of rubbish from the site litter bins on a regular basis
- Report any issues that are found on-site to the Operations Manager or the Senior Driver & Tidy Team Assistant
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Health and Safety

- To assist with the carrying out daily and weekly compliance checks on play equipment around the site.
- To ensure site meets with Health and Safety legislation in liaison with the Operations Manager.
- Work in a responsible and safe manner at all times adhering to Health & Safety, safe working practices and our policies and procedures.
- To comply with necessary Health and Safety guides and procedures
- Report all instances of damage and wear and tear issues promptly to the Operations Manager

Maintenance

- Provide support to the Maintenance Team with planned and unplanned issues that arise on site.

General

- As and where necessary to wearing the correct uniform, name badge, or PPE.
- Working harmony with all other departments
- Represent Almond Valley at all times by being smart in appearance and presentable whilst behaving in an appropriate manner in line with our cultural values.
- Such other reasonable duties as and when required by your Line Manager.
- The above list of duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope of the role.

ABOUT YOU

	Essential	Desirable
Experience & Knowledge		<ul style="list-style-type: none"> • Previous experience in a customer facing role • Experience of working unsupervised
Skills & Abilities	<ul style="list-style-type: none"> • Ability to prioritise tasks and duties • Be a team player 	<ul style="list-style-type: none"> • Support, encourage and motivate others

	<ul style="list-style-type: none"> • Willingness to take on jobs to balance the team workload 	
Personal Qualities	<ul style="list-style-type: none"> • Have a keen eye for detail • Maintain excellent time-keeping and attendance. • Be professional at all times. • Good interpersonal skills, able to work as part of a team, able to work independently 	<ul style="list-style-type: none"> • Hard working and a can do attitude

How to apply for this post

You can apply on-line by visiting our website at www.almondvalley.co.uk/about-us/jobs/. Please note that when applying online, we will only be able to see your application once you submit it.

Alternatively your completed application form can be sent by email to jobs@almondvalley.co.uk or by post to Human Resources, Almond Valley Heritage Centre, Millfield, Livingston, West Lothian, EH54 7AR to arrive by 14th February.

For further details on this post contact HR on telephone number 01506 414957 or by email jobs@almondvalley.co.uk

To assist in your application, please take time to read the guidance notes and the Why choose us section on our website