

## **JOB DESCRIPTION**

**JOB TITLE:** Housing Estates Assistant

**REPORTS TO:** Estate Services Manager

**DEPARTMENT:** Housing & City Support

**SECTION:** Housing Management

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### **Purpose of the Job**

To be part of one of eight dedicated city wide cleaning and/or bulk refuse disposal teams, responsible for cleaning all common areas, and removing bulk rubbish from all Council housing sites in Brighton & Hove. To ensure such areas are maintained in a clean, tidy and hygienic condition. To ensure that Health and Safety standards are maintained.

### **Principal Accountabilities**

1. To undertake the sweeping, mopping, vacuuming, dusting and polishing, as appropriate, of all communal areas, including landings.
2. To empty any internal litter bins in all communal areas, and to clean, disinfect and maintain all refuse areas: to include the disposal of 'sharps' in an appropriate and safe manner.
3. To clean communal area glazing and door fittings, ledges, shelves, light fittings etc, as directed by the Estate Services Manager.
4. To change CCTV tapes where appropriate, being mindful of the Data Protection Act.
5. To remove minor graffiti by use of an approved substance; or to report major instances of graffiti to, or operate as part of, a city – wide graffiti removal team in a customised vehicle.
6. To isolate, or report for removal, all bulk rubbish; or to operate as part of a city wide bulk rubbish removal team, removing bulk rubbish

and taking to a designated waste site for disposal, by use of a tipper truck.

7. To litter pick all relevant land, including grassed, paved areas and shrubberies.
8. To check public way lighting, and to replace bulbs, tubes or starters as necessary.
9. To be prepared, from time to time, to adapt to any changes in cleaning specifications, which will fall into the broad requirements of the job.

## PERSON SPECIFICATION

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### CRITERIA

### ESSENTIAL CRITERIA

**Job Related Education  
and Qualifications and  
Knowledge  
Experience  
Skills/Abilities**

- A reasonable working knowledge of Health & Safety
- Ability to clean to a consistent approved standard
- Working as both a member of a team and on you own initiative
- Working in a customer-orientated environment
- Being physically capable of lifting heavy objects of

approx. 20 kilos correctly

**Equalities**

- Hold a current, clean driving licence –preferred.
- To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.

**Other Requirements**

- A flexible and adaptable working attitude and a willingness to work shifts which will involve some early mornings and weekends.
- A willingness to wear defined corporate and protective clothing