

JOB DESCRIPTION	
POSITION	Park Operations Assistant
REPORTING TO	Duty Manager
REMUNERATION	£10.90 per hour (reviewed annually in April)
CONTRACT	Casual Worker Agreement, zero hour
LOCATION	Willen Lake, V10 Brickhill Street, Milton Keynes, MK15 ODS
OBJECTIVES	<p>Ensure that visitors to Willen Lake have an enjoyable and safe experience</p> <p>Help to maintain high standards of cleanliness and presentation at Willen Lake</p> <p>Provide a high profile and visible presence at Willen Lake including weekends, bank holidays and school holidays.</p> <p>Provide response to incidents and emergencies in order to enable park users to enjoy Willen Lake safely.</p> <p>Ensure that equipment and facilities are maintained to a high standard.</p>
DUTIES	<p>Carry out planned and reactive litter cleansing throughout the park, with particular focus on the leisure areas on the west bank</p> <p>Regularly patrol Willen Lake and ensure that litter is not allowed to accumulate in the park or bins and that any graffiti is swiftly removed.</p> <p>Assist in carrying out checks of the Park's facilities, liaising with management and third parties, as appropriate, with the aim of resolving problems.</p> <p>Carry out regular cleaning of public toilet facilities in line with documented standards.</p> <p>Carry out daily cleaning of internal areas, including office spaces, training room, changing rooms and staff areas.</p> <p>Assist with the safe usage and management of the car parks at Willen Lake.</p> <p>Work alongside the Duty Manager and Enforcement Officers to ensure that any anti-social, unsafe or restricted behaviour is reported and addressed where appropriate.</p> <p>Assist the Duty Manager with logistics for events and corporate activities including monitoring licensees, ensuring that licencing conditions are upheld, and any issues associated with third party events are recorded.</p> <p>Assist with storing and maintaining activity equipment.</p> <p>Ensure visitor facilities are kept clean to a high standard</p> <p>Help to ensure that the Trust's Health and Safety obligations regarding site issues are fulfilled.</p>

	<p>Help ensure that incidents, damage, fly tipping and other problems reported by the public and others, are recorded and dealt with as appropriate.</p>
<p>EXPERIENCE, SKILLS AND ATTRIBUTES</p>	<p>Essential</p> <ul style="list-style-type: none"> Flexibility Outgoing, calm and engaging personality Self-motivated, organised and confident Experience of working with the public e.g. in a customer focused role Ability to work as part of a team Excellent communication skills Understanding and appreciation of the parks and natural environment in Milton Keynes <p>Desirable</p> <ul style="list-style-type: none"> First aid qualification Risk assessment experience Knowledge/experience of the countryside/landscape management and related issues
<ol style="list-style-type: none"> 1. This job description represents the usual duties and requirements of the position; however, the job holder may be required to carry out other duties in line with their capability, training and level of authority. 2. The company reserves the right to change the job description in consultation with the post holder. 3. The job description does not form part of the Contract of Employment 	