

Isle of Wight Council

Job Description



Identifying Facts	
Title of Post: Cliff Lift Attendant	
Directorate: Economy and Environment	Post No:
Section: Recreation, Leisure & Public Spaces	Date:
Responsible to: Duty Manager	

Job Purpose

Major Tasks

1. Promote equality as an integral part of a role and treat everyone with fairness and dignity.
2. To develop and maintain a generic skill set that allows the Isle of Wight Council to employ your skills, abilities and experience across the Council and its formal partnerships as needed.
3. Be responsible of the cleaning of all lift areas, office building.
4. Ensure any damages, faults or vandalism are reported to the Duty Manager.
5. Issue tickets; receive cash and record transactions and balancing of cash sheet at end of each day, all in accordance with the financial instructions supplied.
6. Ensure the correct tariff boards are displayed at all times when the facility is open to the public.
7. Set out facility correctly at the beginning of each day or session and ensure all equipment/cash is securely locked away at night.
8. Faults with lift equipment:
 - a. Minor Faults - During working day - Contact office
 - b. Minor Faults - Out of hours - Contact Duty Manager
 - c. Emergency - People stuck in lift - Ring Otis direct
9. Wear uniform, badge etc, as required and supplied by the Cultural and Leisure Services.
10. Smart appearance is essential. Courtesy and assistance to the Public is required at all times.

11. Ability to work to the standard of a quality management system - ISO 9002

Generic quality statement: The Isle of Wight Council expects that its staff will adhere to its policies and procedures. All members of staff are expected to be familiar with procedures and undertake appropriate activities to support their learning and development.

Safeguarding - The Isle of Wight Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and operates stringent safer recruitment practices.

Diversity and Equality - All employees are expected to treat others with dignity and respect.

Health and Safety - The Isle of Wight Council has a duty to protect employees and all employees have a duty to protect themselves and others from harm as far as is reasonably practicable.

Data Protection and ICT Security – All employees are required to ensure that any information or data collected or input in to a council system complies with the standards set out and any associated processes that are specific to an area of work.

This job description is correct as at the date given above. In consultation with the postholder it is liable to variation by management to reflect or anticipate changes to the job. As a term of employment the postholder may be required to undertake other duties in this post or, following consultation, any other post in any of the Isle of Wight Council's Directorates.