

Downtown Norfolk District Clean Team Ambassadors

Position Title: Clean Team Ambassador

Objective:

The overall mission of the Clean Team Ambassador program is to assist in creating a clean, well-managed and welcoming environment to all parties who frequent downtown Norfolk, including but not limited to: tourists, business people, and local and regional residents.

Under direct supervision, Clean Team Ambassadors (CTAs) will serve as the Eyes and ears of the, Norfolk Public Works Department, Norfolk Dept. of Planning & Codes Administration, and will serve as public ambassadors of the Downtown Norfolk District. CTAs will clean defined areas throughout the district as specified by their supervisor. CTAs may also serve as sources of information to the public, local businesses, tenants and other agencies and organizations.

Examples of Job Duties:

1. Patrols designated zone territories sweeping and picking up trash throughout and provide other cleaning responsibilities as designated by your supervisor.
2. Communicate crimes and disturbances via 2-way radio to your supervisor if witnessed by yourself.
3. Serve as goodwill ambassadors, information sources and positive welcoming advocates for downtown Norfolk.
4. Communicate Norfolk's resources, sites of interest and current entertainment, to assist shoppers and visitors throughout the Downtown Norfolk District.
5. Responsible for the daily emptying of trash and general maintenance of machine in order for it to function properly throughout your work shift.
6. Support the Norfolk Public Works Department, Norfolk Department of planning & Codes Administration and the Downtown District Public Safety Ambassadors.
7. Represent the Downtown Norfolk District and the Clean Team Ambassador program in a professional manner at meetings and special events.
8. Complete daily activity reports and other assignments as specified by supervisor.
9. Work on special assignments, both individually and with others.
10. Provide other cleaning functions as designated by the CTA supervisor or Operations Director.

Qualifications:

1. Minimum of a high school graduate or GED.
2. Stable work history.
3. Excellent interpersonal skills and in good physical condition.
4. Demonstrated experience with public contact positions.
5. Willing and able to bend, walk and stand outdoors in extremes of climate for an eight hour shift
6. Ability to lift thirty to forty pounds of trash and or equipment, as well as having the ability to learn and adhere to the safe operation of public space cleaning equipment and machinery.
7. Willingness to wear specified uniforms and maintain a neat, professional appearance.
8. Ability to work 5 day workweeks that includes weekends and selected holidays.
9. Ability to work well with others, support the Downtown Norfolk District in a wide variety of activities, and be capable of following written and verbal directives.
10. Minimum age of 21 years.
11. Valid driver's license and good driving history required (no more than 4 active points on license.)
12. Successfully pass pre-employment tests; including, controlled substance screening, background investigation and reference checks.