



JOB DESCRIPTION

JOB TITLE: Cleaner

SALARY: £17,364 pro rata (£9/hour)

Hours: 10 hours/week over 5 mornings.

REPORTS TO: Clerk to Council

1. Job Purpose

To clean all areas of the Brockeridge Centre, maintain stocks of cleaning materials, beverages and refreshments.

2. Main Duties/accountabilities

- 1 To clean all internal areas of the Brockeridge Centre to provide a safe and hygienic environment for centre/facility users. To include outside spaces, to clear of litter and ensure presentable.
- 2 To use all cleaning materials and equipment in a safe and proper manner and in accordance with any instructions and specifications provided. This includes the cleaning of kitchen areas, where food preparation hygiene rules need to be adhered to, for food preparation surfaces and oven cleaning. To clean and polish the floor areas and undertake occasional deep cleans.
- 3 To build and maintain good working relationships with other members of staff, councillors and users of the Centre and co-operate with any reasonable changes to work tasks to assist with the smooth running of the Centre.
- 4 Assist other staff, particularly the Groundsperson/Caretaker to ensure the Brockeridge Centre is prepared and ready for each use.
- 5 To maintain stock levels inventory for cleaning materials, beverages and refreshments and liaise with the Administrator/Receptionist who can make stock orders, in line with Council procedures.
- 6 To ensure that all work is carried out to Health and Safety and security requirements, following council's policies and risk assessments.
- 7 To report any damage or maintenance issues or breakdown of any cleaning equipment or perceived hazards to the Clerk/Deputy Clerk.

- 8 To undertake appropriate training i.e. training in basic cleaning methods and the use of associated materials and equipment, manual handling.
- 9 To support call-out.
- 10 To be a key holder for the building in order to be able to open and close for use (for which there is an additional fee when this is outside normal working hours).
- 11 To complete any appropriate records or documentation as required by the Clerk/Deputy Clerk/RFO.
- 12 To undertake other tasks commensurate with the position as directed by the Clerk or Parish Council.

PERSON SPECIFICATION

ESSENTIAL

Good organisation skills and able to lone work and work under own initiative with minimal supervision.

Numeracy and written skills to complete basic records and order stock.

Physically capable of meeting the requirements of the post. Some lifting will be required to move cleaning equipment and furniture.

Able to deal with exposure to hazardous elements, corrosive and irritants i.e. cleaning substances such as bleach, floor polish, specialist chemicals and oven cleaner and occasional requirement to clean vomit or excrement from toilet areas (protective clothing will be provided).

Able to work on own initiative to determine daily work requirements i.e. when deep cleaning, or oven cleaning is necessary.

Ability to communicate with other staff, Councillors, the general public and users of the centres in a courteous and effective manner.

Ability to use manual and mechanical cleaning equipment, eg vacuum cleaner and floor polisher.

DESIRABLE

Experience of working in a similar role.

Knowledge of health and safety requirements and procedures

Experience of operation of cleaning equipment and cleansing agents

The post will involve cleaning on five mornings per week.

[Revised June 2019]