

SUMMARY OF MAIN DUTIES / RESPONSIBILITIES

Job Title: Cleaner

Reports to: Parish Clerk

Job Purpose: To provide efficient and effective cleaning support to the parish council, including ensuring that the security and general appearance of the public toilets and surroundings are maintained in accordance with the required standards.

Main Duties / Responsibilities:

Organisation

Cleaners are required to undertake the following duties as directed by the parish clerk using the prescribed methods and frequencies in line with the requirements of the cleaning specification and safe working procedures for the public toilets at East Road, Menheniot.

- Emptying waste bins or similar receptacles, transporting waste material to designated collection points
- Sweeping floors with brushes or dust control mops
- Mopping floors with wet or damp mops
- Dusting, damp wiping, washing or polishing the ledges, window sills and external surfaces of cupboards, walls, shelves and fitments.
- Replenishing consumable items (soap, toilet rolls, paper towels) if required
- Cleaning toilets, urinals, hand basins and sinks.
- Using chemical agents as directed by the clerk in the discharge of cleaning operation or maintenance procedures (after receiving proper instruction and training)
- Undertake wall washing or inside window pane cleaning to a height no greater than body height plus an arm's extension from floor level, during periodic cleaning maintenance programmes
- Unlocking facilities each morning and locking at night

Administration

- Keep a check on cleaning stock levels and inform the clerk of low stock levels (eg. cleaning products)
- Carry out routine administrative tasks required from time to time eg. checking off cleaning tasks on daily cleaning specification sheets

Resources

- Operate relevant equipment safely
- Maintain tidy and organised work spaces and storage areas
- Check equipment / machinery used and ensure health and safety guidelines are adhered to
- Provide support to staff as requested and in accordance with own training / skill parameters

General

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibilities entailed. Such variations are a common occurrence and would not themselves justify the re-evaluation of the post.