



Job Details

Job Title: Colne Town Council Cleaner

Job Reports to: Town Clerk

Normal location: Primet Community Centre / Colne Town Hall

Salary: Real Living wage

Working Hours: 7 hours per week, with occasional overtime to cover staff holidays - evening and weekend working, which will not attract any premium.

Holidays: 30 days per year, inclusive of Bank Holidays – pro rata entitlement

Sickness Absence: 14 days after which Statutory Sick Pay applies

Pension: Stakeholder - minimum employer contribution applies

Probation Period: Two months

Employer Status: Colne Town Council does not subscribe to the collective bargaining agreement of Local Councils and is not bound by Local Government Terms and Conditions of Employment

Job Purpose

To ensure that Primet Community Centre, including toilets, kitchen, stairs and communal areas are kept in a clean and orderly condition by providing a high-quality cleaning service that includes tasks such as vacuuming, mopping, dusting, emptying bins, and polishing surfaces.

To work in a diligent, efficient and conscientious manner, either individually or as a member of a team, undertaking building cleaning activities associated with the following key tasks and responsibilities.

To organise yourself on a day to day basis, alongside other employees, and to ensure that all work and duties delegated by the Town Clerk are carried out diligently, conscientiously and to a specified standard.

To maintain building security as required.

There may be some evening and weekend working when events are being held.

Key Accountabilities

- To clean, mop, wash, sweep, vacuum, empty litter bins, polish and dust designated areas (including male / female toilets, staircases, office accommodation, kitchens, corridors and public reception areas). Ensure that buildings are maintained in a fit and clean state. These duties will require the use of all the usual range of tools and equipment and the use of all powered equipment necessary to undertake these activities.
- To ensure all dispensers are replenished with such commodities as soap, paper towels, toilet paper, air fresheners, etc. when required.
- To assist in building security at the beginning and/or end of each shift as required.
- To help to ensure that, so far as you are concerned, the areas of work are completed in accordance with the time, quality and specified standard of the contracts undertaken.
- To ensure that machinery and equipment utilised by yourself, is properly cared for and operated correctly. In particular to ensure that you attach ancillary equipment properly, together with incidentals such as proper setting, and tensioning etc. of tools and equipment.
- To ensure that all faults and defects relating to the condition of equipment, tools, buildings, sites, etc. are reported to the Town Clerk as soon as practically possible.

- To carry out any requested duties, which are commensurate with the grading of the post and in connection with the efficient, hygienic and safe operation of the place or area of work, in a diligent and conscientious manner at all times.
- To provide accurate details of hours worked and duties completed by yourself for verification by the Town Clerk on a regular basis and for ensuring that your own personal records are submitted in accordance with Colne Town Council's procedures.
- To ensure that routine documentation and reporting procedures are duly completed on time.
- To maintain an appropriate appearance and to ensure that the protective equipment provided is worn at all times whilst at work.
- To undergo further training including any Health & Safety and NVQ qualifications as requested from time to time by senior management.
- To ensure that all accidents, incidents and vandalism details are reported to the Town Clerk as soon as practically possible.
- To ensure that all reasonable steps are taken by yourself to protect the health, safety and welfare of patrons, visitors and fellow employees and that work is carried out in a safe manner.
- To use all chemicals and cleaning fluids in a safe and economical manner in accordance with health and safety requirements and with COSHH regulations, (Control of Substances Hazardous to Health) and manufacturer's instructions.
- To abide by and act in accordance with Colne Town Council's Health & Safety Policy and all other Codes of Practice, regulations and safe working systems.
- To abide by and act in accordance with Colne Town Council's Equal Opportunities Policy.
- To be courteous and proactive at all times.
- To undertake these and other duties in any building as directed, as are commensurate with the grading of the post.

Job Skills, Experience and Qualifications

Essential

- ✓ Experience of carrying out cleaning duties in public buildings or other offices.
- ✓ Experience of use of light industrial cleaning machines or other methods of cleaning operation.
- ✓ To demonstrate a high level of flexibility in respect of the various duties to be performed.
- ✓ To be able to work with a minimum amount of supervision working alone and as a member of a team
- ✓ Ability to maintain good working relationships with colleagues
- ✓ To have the ability to work effectively during peak periods.
- ✓ To have the physical ability to carry out the duties as described in the Job Description.
- ✓ Understanding of the principles of customer care.
- ✓ Knowledge / awareness of Health and Safety requirements.

Desirable

- ✓ Three GCSEs, grade C and above, including English and Maths, or equivalent level 2 qualifications
- ✓ Experience of maintaining building security and alarms in public buildings or other offices.