



COUNTSTHORPE PARISH COUNCIL

JOB DESCRIPTION

Job Title: Cleaner

Responsible To: Parish Council Manager / Assistant Parish Council Manager

Overall Responsibilities

To clean the Village Hall premises to help ensure that it is a welcoming environment to the visitors and users. A comprehensive schedule of work is available separately.

Main Duties and Responsibilities

To maintain the Parish Council premises/Village Hall in a clean and tidy condition.

Basic duties include sweeping, vacuuming and cleaning floors, cleaning toilets and washroom surfaces, cleaning kitchen surfaces, units and appliances, polishing surfaces, emptying bins, etc, and other periodic cleaning tasks as required.

To be able to work independently with minimal supervision, as a Lone Worker or whilst hirers are on the premises.

To adhere to the requirements of the Parish Council's Health & Safety Policy, including awareness of COSHH procedures.

Have a flexible attitude to work and willingness to work unsociable hours if required.

Primarily weekend working is required, but a willingness to cover weekdays to cover annual leave, sickness etc of other cleaning staff if available.

To unlock and secure the Village Hall as part of your shift, which entails operating an alarm system.

To assist in monitoring stock levels of cleaning equipment and report any stock needed to the Parish Council office.

Report any damages or issues that need attention to the Parish Council Manager/Assistant Manager as soon as possible.

To attend training if required.

This job description is provided to assist the jobholder to know the main duties of the role.

Countesthorpe Parish Council could from time to time amend your job description and you may be requested to undertake other duties as necessary to meet the requirements of the Village Hall.