

## UCKFIELD TOWN COUNCIL

<b>POST TITLE:</b>	Cleaner
<b>DEPARTMENT:</b>	Facilities Management
<b>HOURS:</b>	10 hours per week (over a 7 day week – flexible shift pattern)
<b>PURPOSE OF JOB:</b>	To carry out cleaning duties within the Town Council's buildings.
<b>PLACE OF WORK:</b>	Various including Civic Centre, Foresters Hall, Victoria and West Park Pavilions.
<b>REPORTS TO:</b>	Facilities Manager

### **JOB SUMMARY:**

With minimum supervision, this role is responsible for ensuring that key facilities are kept clean and in hygienic condition;

### **DUTIES AND RESPONSIBILITIES:**

1. Ensure that the Town Council's facilities are well maintained and cleaned to a high standard, in particular attention should be given to:
  - emptying waste bins or similar receptacles;
  - depending on the type of floor within the building, mop, sweep or Hoover floors;
  - undertake floor polishing and in-depth waxing and cleaning using mechanical cleaning equipment on a routine basis, in line with instructions and training;
  - general dusting, wiping and polishing of furniture, window sills, skirting boards, surfaces of cupboards, radiators, shelves and key fixtures and fittings within the rooms and communal areas;
  - ensure communal areas are kept clean, tidy and well presented;
  - surfaces within kitchen and kitchenette type areas;
  - toilets, changing rooms and other sanitary areas;
2. Ensure consumable items are replenished such as soap, toilet rolls, paper towels;
3. Maintain a record of cleaning supplies and equipment and advise the Facilities Manager of low stock levels, when orders need to be made or if cleaning equipment requires repair;
4. Act as a registered key holder in case of emergencies and ensure lights are switched off, doors and windows are left secure on departing the building(s);

5. To report any defects, hazards or maintenance issues identified within the Town Council's buildings to the Facilities Manager;
6. Undertake training as and when required to ensure you remain up to date with Health and Safety procedures;
7. Adhere at all time to the policies and instructions of the Town Council.

Job activities quoted above are examples of the work involved. They do not purport to be a comprehensive list of all aspects of the principal duties. Therefore the postholder will be required to undertake any other duties that may be required appropriate to the grade and designation of the post.

**PERSON SPECIFICATION:  
CLEANER**

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<b>Experience</b>	Experience in cleaning	Experience in the use of cleaning products and equipment.
<b>Education and Qualifications</b>	Good general education.  Undertaken basic training around Manual Handling and Health and Safety	Full clean UK driving licence and access to a vehicle.
<b>Key Skills and Abilities</b>	Ability to work independently and effectively to organise personal workload at any of the Town Council's buildings;  Ability to meet varying deadlines and work under pressure;  Ability to communicate effectively and present excellent customer service, to hirers, customers, visitors, staff and councillors;  A good degree of fitness and mobility is essential, in case furniture or equipment needs lifting and moving;	
<b>Knowledge</b>	Knowledge of cleaning products;  Knowledge of health and safety	Knowledge of the Health and Safety at Work Act 1974;  Knowledge of Control of Substances Hazardous to Health (COSHH)
<b>Personal Attributes</b>	Good interpersonal skills;  Practical hands-on and can-do attitude;  Ability to use own initiative appropriately.  A flexible approach to work and working hours.  Good attention to detail and pride in appearance.  Self-motivated and a positive attitude.  Comfortable with lone-working  Ability to work with colleagues to meet deadlines and deliver requirements within set timescales;	