

JOB DESCRIPTION & SPECIFICATION: CLEANER PCC

Job Purpose

The cleaner is responsible for maintaining high standards of cleanliness. You will be responsible for cleaning Café 50 including the hall, lobby area, internal toilet, public toilet and the Council Offices.

The Clerk will monitor the cleanliness of each area and from time to time will carry out spot checks on any aspect of cleanliness they feel is appropriate.

The public toilet must be locked between 5 and 6pm Monday to Friday and the cleaning duties should be done around groups who are using Café 50. This varies from day to day throughout the month.

Principal Responsibilities and activities

These are detailed in the attached Daily activity sheet

Professionalising the Council

The Cleaner will

- attend training courses relevant to the work and role
- continue to acquire the necessary professional knowledge required for ongoing development of competency within the role

Other

- Where required open and lock up Café 50 in the evening and weekends as agreed with the Clerk (extra time will be provided)
- Undertake any duties and responsibilities commensurate with the grade of the post and participate in the regular review of the content of the job description.

Scope & Authority of role

- The role is for 10 hours a week Monday to Friday with 2 hours per day

Key skills and experience

	Essential	Preferred
Education		Relevant Professional qualification
Work Experience	Experience of working on own initiative and as part of a team Broad based experience of Office cleaning roles	Experience of dealing with the public
Skills / Knowledge & aptitude	Ability to organise own work, meet strict deadlines, set priorities and self -motivate. Ability to foster good relationships with key stakeholders including Contractors, Council Members and the public	Knowledge of legal Health and Safety requirements
Personal attributes	Trustworthy and honest Self-reliant and self-motivated, able to work calmly under pressure and on own initiative Keen to work in the community Committed to quality improvement	Able to demonstrate flexibility as required

This job description is subject to annual review