

SWANSCOMBE AND GREENHITHE TOWN COUNCIL.

JOB DESCRIPTION: **CLEANER / FACILITIES OPERATIVE
(PART-TIME)**

Reports to: Town Clerk/RFO and Assistant Town Clerk.

JOB OUTLINE: To carry out such duties as may be necessary to maintain a high level of cleanliness, hygiene and security at both the Town Councils Offices Community Hall and Chamber, whilst ensuring the building and grounds are ready for each booking (Monday to Sunday).

Key tasks.

The job will involve the following activities:

CLEANER

1. To fully clean all floors and surfaces within the administrative offices, council chamber, corridors, toilets, stairwell, lift area and kitchen.
2. To Hoover and mop the entrance foyer.
3. To sweep and clear the external area at the front entrance of the building.
4. To empty all refuse receptacles.
5. To notify the administration staff of any defects with the building.
6. To notify the administration staff of any cleaning materials required.
7. To safely use such chemicals, cleaning substances and equipment as necessary.
8. Any other activities that may reasonably be required by the Town Clerk / Assistant Town Clerk

FACILITIES OPERATIVE

9. To cover the Caretakers/Facilities Operatives at Town Council facilities within Swanscombe and Greenhithe when required.
10. To be responsible for keeping the building and grounds cleaned and ready for bookings at any facility. This includes cleaning the entranceway on a daily basis, at the end of each booking.
11. To be responsible for unlocking/locking and securing the building and any required car parking facilities for each booking.

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12. To report any breakages or problems to the administration office, using the appropriate form, as soon as possible.
13. To have full knowledge and understanding of the Conditions of Hire and to ensure these are upheld by users of the facility.
14. To collect details of bookings ahead of any period of cover from the administration office.
15. To give advance notice to the administration office of any cleaning materials or equipment that is required.
16. To change any accessible light bulbs and undertake minor repairs and maintenance of the facility and grounds to ensure that health and safety standards are maintained at all times.
17. To keep an inventory of the contents of the hall.
18. To undertake additional "deep cleans" of the facility during low usage periods (school holidays etc)
19. To ensure customer services remain at a high standard both during bookings and when meeting prospective facilities users viewing the building.
20. Any other activities that may reasonably be required by the Town Clerk / Assistant Town Clerk.

Salary.

£12.71 Per Hour.

Person specification:

Essential characteristics.

- Previous cleaning experience
- Knowledge of Health & Safety issues.
- Good people skills.
- Highly motivated.
- Ability to work by oneself and in a team.
- Excellent communication skills.

Desirable characteristics.

- Understanding of statutory, voluntary and community sectors.