

Job Description

Position Title	Service Delivery Cleaner / Caretaker
Location	Saltash Town Council – Guildhall Requirement to work at other Town Council properties in Saltash, depending on business needs.
Reporting to	Service Delivery Manager
Hours	20 hours per week required over 5 days for the hours of 8 am - 12.00 noon.
NJC Grade	5 - 6

Job purpose:

To provide a full and comprehensive daily cleaning service of all Town Council properties.

Ensure Town Council facilities are kept clean, tidy and well presented.

Duties include cleaning, setting-up meeting rooms or events, caretaking events and meetings out of hours, and updating notice boards along with general tasks required by the Service Delivery Department.

Key responsibilities:

1. To provide a full and comprehensive daily cleaning service of all areas relating to the Guildhall, Isambard House and Library.
2. To provide a full and comprehensive deep cleaning service to all areas of the Town Council Buildings
3. Ensure cleaning is programmed to take place at appropriate times outside of staff and public use of some offices and public areas such as toilets and kitchens as required.
4. To clean lower external areas and ledges to equipment height at standing level.
5. Litter pick and sweep the surrounds of Town Council Buildings and empty bins on a daily basis and as necessary.
6. Move furniture and prepare rooms with the appropriate setup required for hire (taking account of the requirements of fire regulations).

7. Ensure that all fire exits are kept free from obstruction and all fire doors are kept closed.
8. Ensure the kitchen is available and clean at all times when not in use.
9. Provide refreshments as requested for members and users of the Guildhall, Isambard House and Library meetings.
10. To clean and refresh all refreshment points within the buildings on a daily basis and as necessary.
11. Maintaining the ordering of stock of refreshment and cleaning supplies taking into account current COSHH regulations for each building.
12. Report any repairs or failures within the buildings to your Line Manager.
13. Unlock and secure premises, including safe custody of keys, and setting security alarm for each building, including parking areas.
14. To work in accordance with the Town Council's policies, Health & Safety and procedures.
15. To undertake such duties as may arise from time to time commensurate with the position.

This document, whilst outlining the duties which it is anticipated will be undertaken by the post holder, indicates mainly the level of responsibility. It is not a comprehensive and exhaustive list, and the duties may be varied at time to time by the Council.

Saltash Town Council has an ongoing commitment to the development of its staff. To facilitate this, staff will be encouraged to update their skills and competencies as and when required.