SANDY TOWN COUNCIL

Title of Post:	Cleaner
Salary:	£8.21
Terms and Conditions:	NJC for Local Government Services
Contract Hours:	7.5 hours per week Tuesday to Friday plus occasional overtime. Working schedule to be agreed with successful applicant.
Benefits:	Leave of 21 days paid per year plus Bank Holidays pro rata, increasing following long service.
Responsible to:	Administration Team leader
Responsible for:	N/A
Job Purpose	To act as cleaner for the Council offices, reception and chamber at 10 Cambridge Road, Sandy.
Job Description	The cleanliness and general upkeep of the Council Chamber, Council offices, toilets, Mess Room and public spaces at 10 Cambridge Road.
	Being a responsible key holder for the Council offices
	Cleaning and maintaining to a consistently high standard
	Ensuring washrooms have relevant stocks of supplies (soaps, paper towels)
	Checking and responding directly to checklists
	Identifying and suggesting repairs or improvements that the applicant comes across while carrying out their duties
	Respond appropriately to emergencies or urgent issues as they arise
	Attending any required relevant group training sessions held at the Council. (i.e manual handling and first aid)
	To discharge any other duties when reasonably required by the Administration Team Leader or Town Clerk.
	Daily duties to include;
	Clean lavatories and washrooms with appropriate cleaner provided
	Clean taps, inside and outside surrounds of the sinks
	Replenish consumable items (soap, toilet rolls, paper towels)
	Wipe paintwork
	Empty the bins

	Clean and mop floors with appropriate cleaner
	Wipe down workstations and tabletops
	Hoover the Council chamber, back offices, clerk's office and reception area
	Clean Kitchen, including microwave, fridge, sinks etc.
	Clear and wash up crockery from meetings
	Cleaning surfaces in chamber
	Dusting surfaces, windowsills, skirting
Key Requirements	Experience of cleaning within a business, office, public building etc
	Ability to move tables and light furniture
	Knowledge of cleaning chemicals and supplies
	Health & Safety understanding
	Excellent attention to detail
	Flexible approach