

HUNTINGDON TOWN COUNCIL

JOB DESCRIPTION

POST	PART-TIME CLEANER/CARETAKER
PLACE OF WORK	Properties of Huntingdon Town Council
HOURS OF WORK	60 hours per month contractually, with additional cover as required. Required times are early morning and late afternoon and can be agreed by mutual arrangement. Additional hours would include working one weekend in three on a rotational basis. Flexibility is an essential part to the role as you will be expected to cover for other members of the team at different sites.
LINE MANAGER	Deputy Town Clerk
PURPOSE OF JOB	<p>To maintain the properties of the Town Council (that include the Town Hall, the Coneygear Centre and the Cromwell Museum) in a clean and presentable condition, suitable for use by staff, councillors, user groups, hirers, and civic functions (including wedding parties).</p> <p>To report any defects or maintenance work required and assist in the security of the buildings.</p>
ORGANISATIONAL RELATIONSHIPS	The postholder will be responsible to their Line Manager and have regular contact with other officers and members of the Council, the public and contractors.
DUTIES & RESPONSIBILITIES	<p>All duties and responsibilities will be carried out with strict regard to Health & Safety Regulations, the Town Council's rules and regulations and policies in force.</p> <p>To carry out the following duties to the satisfaction of their Line Manager, reporting where appropriate thereto:</p> <ol style="list-style-type: none">1. CLEANING - To keep all areas of the buildings clean and presentable as per cleaning schedule. Clear and clean up after bookings, as required. Keep the floors in a clean and polished state. Ensure all

surfaces are hygienically clean. Check and empty litter waste bins. Spot clean carpets as required.

2. **SECURITY** - To ensure the security of the buildings including the unlocking and locking as required.
3. **BUILDINGS** - To assist in the maintenance and upkeep of the building (internally and externally) ONLY within the operative's capability or within current legislation, e.g. replacing light bulbs, tap washers, etc., reporting any works that need attention at the earliest opportunity.
4. **MOVEMENT OF FURNITURE AND OTHER ARTICLES** - To move any of the above within the buildings, as necessary, to facilitate hirings, meetings or such purpose as the premises may be used.
5. **FLAGS** - To raise and strike any flags on the Council's flagpole as required from time to time.
6. **PATHWAYS AND AREAS IMMEDIATELY SURROUNDING THE BUILDING** - To keep external areas of the Town Hall free of litter, leaves, weeds, snow, etc.
7. **MACHINERY** - To operate machinery and maintain in a clean, safe working order, emptying cleaners regularly and reporting any faults at the earliest opportunity.
8. **MATERIALS** - To use and keep secure all cleaning materials and equipment in accordance with current Health and Safety practices. To ensure items are replenished i.e., hand sanitizers are checked and filled as required. Review stocks regularly and advise in good time of any stock required to be ordered.
9. **KITCHEN** - To keep the kitchen and all equipment clean and tidy (including fridge, crockery, cutlery, work surfaces, cupboards, Microwave, and cooker/oven).
10. **REFRESHMENTS** - To set out and clear away water, glasses, or other refreshments, as required, from time to time.
11. **TABLES AND CHAIRS** - To clean and polish as per schedule to maintain in a presentable condition.
12. **EQUIPMENT** - To check regularly and report where maintenance is required to fire extinguishers. Check the contents of the First Aid Box and advise of any requirements. To carry out statutory checks e.g., Fire Alarms, Water checks, ladder inspections etc. and maintain associated records.
13. **TEA TOWELS** - To wash and keep clean.

14. **STAFF APPRAISAL** - The postholder will be required to participate in regular performance reviews in accordance with the Town Council's aims and objectives.

Due to the nature and variety of responsibilities of this post, the above duties are subject to change as considered necessary by the Council.

I have received a copy of the job description of Caretaker/Cleaner.

Signed

Date