

## HUNTINGDON TOWN COUNCIL

Person specification for the role of: Part time cleaner/caretaker for the Town Hall, the Coneygear Centre and the Cromwell Museum.

You are expected to have the following attributes, skills and experience and be able to demonstrate them via the interview process.

- E1 Good health and physical fitness.
- E2 Ability to interpret and understand written and verbal instructions.
- E3 Ability to work flexible hours within a previously notified timetable, along with being on on-call rota to attend alarm call outs.
- E4 Ability to operate basic electrical and mechanical equipment, including security alarm systems, central heating controls and PA system.
- E5 Ability to interact with the public, members, and officers of the Council in a courteous and friendly manner.
- E6 Ability to enforce the rules of operation of the premises with courtesy, firmness, and common sense.
- E7 Ability to clean floors, walls, work surfaces, sinks, ovens, toilets, windows and other surfaces
- E8 Ability to read and understand labels and instructions on machinery, equipment, and cleaning materials.
- E9 Ability to use (with other staff present) ladders, steps and tower scaffolds.
- E10 Ability to lift and carry, including with the use of mechanical aids, tables, chairs, and other items of a heavy nature.
- E11 Ability to work as part of a team and alone.
- E12 Ability and willingness to attend civic events to help serve and clear up refreshments and other equipment
- E13 Ability to undertake various training courses relating to Health and Safety.
- D1 Experience of basic maintenance of electrical items, joinery, plumbing, examples.
- D2 At lease three years of previous experience in a similar role.