



ECCLESFIELD PARISH COUNCIL

Serving your Community Since 1894

Part Time Cleaner for Ecclesfield Parish Council – Job Description and Person Specification

Introduction

Ecclesfield Parish Council is seeking to appoint a competent and ideally experienced part-time (approx. 10 hours a week) cleaner for its council offices and adjoining community room.

This is a permanent position and the pay is a £10.42 an hour (reviewed annually).

The normal hours of work are (7.00 am to 9.30 am) on a Monday, Tuesday, Wednesday and Friday.

We offer between 23 and 28 days holiday a year; plus bank holidays and two additional statutory days (all pro-rata) and a Local Government Pension scheme

Overall Responsibility

They will be responsible for the day-to-day cleaning (Monday, Tuesday, Wednesday and Friday) parish council's offices and adjoining community room. They will ensure that they are kept in a clean and tidy condition in accordance with agreed specifications, including health and safety.

They will be under the supervision of the Council's Administration Officer and will work closely with the Clerk. A degree of flexibility will be required to provide the necessary support.

The key duties are:

1. Ensuring that the council offices and adjoining community room are clean and tidy. This includes, where necessary, they should be swept, hoovered and mopped, all toilets cleaned and left in a satisfactory condition, bins emptied and soap, toilet roll holders and paper towels etc. refilled.
2. To monitor and advise on cleaning products and equipment required, ensuring adequate and appropriate stocks are available and stored and used safely.
3. Arrange the furniture if requested by the users of the community room and council chamber.

4. To report to the Administrative Officer any health and safety issues or damages and breakages to Council property observed whilst undertaking their duties.
5. To complete a weekly log provided by the Council for monitoring purposes, recording accurately the hours worked.
6. To undertake any training deemed necessary.
7. They may also be asked to open and close the community room outside of core hours and by agreement, which will attract half an hour's remuneration per opening/closing.

Training will be provided to the post-holder.

Person Specification

	Essential	Desirable
Previous cleaning experience Ideally in a council based environment		*
Previous experience handling industrial cleaning equipment/machinery		*
Ability to complete documentation such as timesheets	*	
Understanding of Health & Safety, Manual Handling & COSHH cleaning requirements		*
Ability to work individually, sometimes by themselves in a building	*	
Flexible approach to working patterns		*
Willingness to undergo further training, when required	*	
Reasonable communication skills		*