

Heighington Parish Council

Cleaner Job Description

Location: Jubilee Hall and Station Road recreation field pavilion, in Heighington.

Hours: 8 hours per week. Working pattern to be agreed with the Clerk and may include early mornings or weekends, as necessary. Some flexibility will be required, dependent on when the Jubilee Hall and other premises are hired or in use.

Responsible to: The Clerk on a day-to-day basis for the areas of responsibility shown below. The job specification is not totally inclusive of all tasks to be carried out and is subject to change as demand dictates.

Probationary period: The post is subject to a 3-month probationary period.

Main Functions:

1. Regular cleaning of Jubilee Hall and Station Road pavilion, including kitchen, toilets, showers, public areas:
 - a. Use of electrical equipment such as buffer.
 - b. Use of appropriate and approved chemicals.
 - c. Following appropriate Health & Safety measures including risk assessments. and the safe storage of equipment and chemicals.
 - d. Emptying bins.
 - e. Flagging up when cleaning items or stock need reordering.
 - f. Filling paper towel, toilet roll and soap dispensers as required.
 - g. Undertaking a deep clean of cooker, fridge/freezer as required.
2. To undertake any other duties commensurate with the post.

Appropriate uniform/PPE will be supplied.

This position requires the post holder to:

- Have previous cleaning experience.
- Be able to work under their own initiative.
- Have an enthusiastic, friendly, and helpful approach to work.
- Have a hardworking approach with flexibility to suit the hours and needs of the role.
- Operate equipment responsibly and in compliance with health and safety guidelines.

- Take pride in their work, presenting each of our facilities in its best possible light with regards to cleanliness, tidiness, and readiness to be an excellent facility for those that make use of it.

Annual Leave: 25 days plus Bank Holidays - pro rata for part-time staff.

Salary: £11.44 per hour, with an increase from 1 April in line with an increase to the National Living Wage.

Pension: NEST pension.

Closing date: 4th August

This role would ideally suit a local person.