

## BAYSTON HILL PARISH COUNCIL – JOB DESCRIPTION

<b>Job Title:</b>	Cleaner	<b>Hours:</b>	Part time 5 hours per week
<p><b>Salary:</b> SCP 1 of the National Association of Local Councils (NALC) Pay Scale or Living Wage Foundation Hourly Rate if higher – employees are paid monthly into their bank account.</p>			
<p><b>MAIN PURPOSE OF JOB:</b> We are looking to appoint a dedicated and enthusiastic Cleaner to undertake the cleaning of the Parish Councils 3 premises to ensure that they are kept in a clean and hygienic condition.</p> <p>The buildings consist of an office, a sports pavilion with showers and a Youth and Community Building.</p>			
<p><b>MAIN DUTIES:</b></p> <ul style="list-style-type: none"> <li>· Cleaning, washing, sweeping and vacuuming designated areas including toilets and showers</li> <li>· Cleaning and emptying of litterbins (internal and external)</li> <li>· Polishing and dusting areas and fixtures and fittings</li> <li>· Reporting of damage to the Clerk/Deputy Clerk</li> <li>· Security of built environment (e.g. windows and doors)</li> <li>· Complying with Health and Safety requirements</li> <li>· Deep cleaning at quieter times</li> </ul> <p>The above is not exhaustive and the post holder is expected to carry out other additional tasks as reasonably expected and required.</p>			
<p><b>SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED:</b></p> <ol style="list-style-type: none"> <li>1. Experience of similar work</li> <li>2. Understanding of cleaning practices.</li> <li>3. Ability to work effectively alone and as part of a team on all Parish Council assets as required by the Parish Clerk.</li> <li>4. Ability to use cleaning equipment.</li> <li>5. Good at time keeping and conscientious about work.</li> <li>6. Good communication skills.</li> <li>7. Customer care skills.</li> <li>8. A good understanding of safe ways of working.</li> </ol>			
<p><b>THE PERSON:</b> The post holder needs to be flexible as the job involves working in different locations around the Parish and will have to deal with unexpected problems and events. The post holder will also need to be adaptable as tasks will vary and will include some lone working as well as team work.</p>			

**TRAINING:** Training will be provided as required to undertake cleaning, all costs of training will be met by the Parish Council.

**PROBATIONARY PERIOD:** The appointment of any employee is subject to Disclosure and Barring Service (DBS) checks and a probationary period of 12 weeks from the date of the appointment and during the period the Council may terminate the appointment and this agreement by one week's notice in writing given by or within the authority of the Council.

**HOLIDAYS:** The employee is entitled to 23 days plus two days (pro rata) paid leave per annum, plus bank holidays. The date of the holidays must be agreed with the Parish Clerk using the designated holiday request proforma. Leave must be taken in the year it is accrued.

**EXPENSES:** Mileage will be paid for the use of the employee's vehicle when required for Parish Council business at HMRC guidance rate. Vehicle insurance must show that the vehicle is insured for business use.

**AGREEMENT:** Agreement to the terms of this job description by the undersigned:

**Current Job Holder:** ..... **(Print name)**

**Signature:** ..... **Date:** .....

**Line Manager:** ..... **(Print name & post)**

**Signature:** ..... **Date:** .....