STILTON PARISH COUNCIL

JOB DESCRIPTION AND PERSON SPECIFICATON

Job Title	Cleaner
Employer	Stilton Parish Council
Location	Stilton Pavilion/Parish Room
Hours	6 hours per week
Salary	From £14.21 (SCP18-23 LC2 below substantive)
Responsible to:	Clerk, Stilton Parish Council

Main Purpose of the Role

The Cleaner will be responsible for the day-to-day cleaning of Stilton Pavilion (and Parish Room as needed). They will ensure the Pavilion (foyer, main hall, Community Room, kitchen, toilets, football changing rooms/toilets, Referee's room and football corridor are kept in a clean and tidy condition). Regular water flushing to ensure adherence to statutory water compliance (Legionella) will be undertaken along with deep cleaning of the kitchen, changing rooms and showers on an 'as needed' basis. The cleaner will also maintain adequate levels of cleaning products.

The Cleaner will be under the supervision of the Clerk and will work closely with the Pavilion Administrator to maintain a high level of cleanliness at the council's properties for the benefit of those hiring and council use. A degree of flexibility will be required to provide the necessary support.

Key Duties	
1	To keep the whole Pavilion in a clean and tidy condition
2	Refer to the Scribe Booking calendar so that cleaning needs can be ascertained, allowing for appropriate management of hours provided
3	To work closely with the Pavilion Administrator, communicating issues arising as a result of Pavilion hire
4	To work with the Clerk – advising of cleaning products needed, ensuring adequate stocks for staff and hirer use
5	To carry out deep cleaning of the kitchen and changing rooms at least twice a year
6	Ensure regular water flushing and deep cleaning of shower heads in the changing rooms, keeping records in line with statutory requirements for statutory water compliance
7	Use the floor cleaner to keep the hall floor in a satisfactory condition
8	Clean the foyer carpet with the carpet cleaner as and when required
9	Clean the Pavilion windows if time allows (or liaise with the Pavilion Administrator to arrange for cleaning)
10	Ensure the Pavilion/Parish Room alarms are activated prior to leaving the buildings (reporting any issues to the Pavilion Administrator)
11	Remove rubbish from the Pavilion into the Pavilion bin

The council is committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment.

This job description is not intended to be either prescriptive or exhaustive, it is issued as a framework to outline the main areas of responsibility.