

Chilton Town Council Cleaner Vacancy: Job Description and Person Specification

Job Description

Job Title: Cleaner (Part-Time)

Hours: 8 hours per week

Location: Council offices and other relevant buildings, sites and facilities as required.

Responsible to: Town Clerk

1. Purpose of the Role

To maintain a clean, safe and welcoming environment across Council and Trust buildings by carrying out routine cleaning duties to a high standard.

2. Main Duties

- Clean offices, meeting rooms, kitchens, bathrooms and toilets.
- Vacuum carpets and mop hard floors.
- Dust and wipe furniture, desks, windowsills and other surfaces.
- Clean internal glass where required.
- Empty bins and replace liners.
- Put out and/or bring in dustbins as required.
- Replenish toilet rolls, hand soap and paper towels.
- Clean kitchen worktops, sinks and appliances.
- Report any maintenance issues, damage or health and safety concerns.
- Ensure cleaning equipment is kept clean and stored safely.
- Use cleaning products safely and in accordance with instructions and with guidance on care of substances hazardous to health (COSHH).
- Lock, unlock and secure buildings, including setting and unsetting alarms where authorised.
- Undertake any other reasonable duties commensurate with the grade of the post as requested by the Town Clerk.

3. General Responsibilities

- Work safely and follow Council health and safety, fire safety, safeguarding and other relevant policies and procedures.
- Treat Council property with care.
- Maintain confidentiality where appropriate.
- Be reliable, punctual and professional at all times.
- Prepare and clear rooms for activities and events, including moving furniture.
- Wear appropriate personal protective equipment as provided.
- Comply with lone working procedures where applicable.
- Work within food hygiene guidance where applicable.
- Assist with stock control and storage.
- Attend any training required by the Council.

Person Specification

Quality	Assessment Method
Essential qualities	
Reliable and trustworthy.	Application Form, Interview, References
Able to work without direct supervision.	Application Form, Interview
Good attention to detail.	Application Form, Interview
Able to carry out physical cleaning duties, moving furniture and manual handling of cleaning equipment.	Application Form, Interview, References
Good time management skills.	Application Form, Interview
Able to follow instructions.	Interview, References
A positive and professional attitude.	Application Form, Interview, References
Understanding of basic health and safety requirements.	Application Form, Interview
Respect for confidentiality.	Interview, References
Desirable qualities	
Previous cleaning experience.	Application Form
Experience of cleaning offices or public buildings.	Application Form
Knowledge of safe use of cleaning chemicals (COSHH).	Application Form, Interview
Ability to undertake minor housekeeping tasks, such as reporting maintenance issues.	Application Form, Interview