



Morpeth
Town
Council

POST TITLE:	CLEANER /CARETAKER
ACCOUNTABLE TO:	DEPUTY TOWN CLERK
PAY GRADE:	BAND 1 POINTS 1-2
HOURS:	Several full and part-time positions working over seven days, variable hours. Core hours will be agreed with the successful candidates. Positions will be temporary initially and could lead to permanent for the right applicants.

Overall Responsibilities

To provide efficient and effective cleaning support to the Town Council, ensuring that the security and general appearance of the buildings and surroundings are maintained to the required standards.

Main Duties / Responsibilities:

Organisation

Cleaner/Caretakers are required to undertake the following duties as directed by the Deputy Town Clerk using the prescribed methods and frequencies in line with the requirements of the cleaning specification and safe working procedures.

1. Maintain the Pavilion Site, St James Community Centre and Carlisle Park toilets, including effecting repairs and improvements to create an excellent environment for visitors and staff.
2. Monitor, operate and maintain appropriate site security and fire systems, including opening and closing the buildings when necessary, checking fire escapes, building facilities and relevant routine testing as required.
3. Monitor the engineering systems to assist in the most economical use of gas, electricity and water.
4. Maintain and monitor Health and Safety standards, reporting any failures to comply with the Council's statutory obligations in this area and help ensure that contractors' work meets Health and Safety regulations.
5. Maintain any stock of resources relevant to the role. Receive delivery of supplies, furniture and parcels and ensure their correct distribution.

6. Carry out portering (including the moving of furniture, setting up and clearing meeting rooms) and all cleaning duties (including specialist cleaning when required) across the Council sites.
7. To undertake any training and professional development relevant to the role.
8. Responsible for meeting and greeting customers to the buildings and ensuring that all booking requirements are met.
9. Take initiative to perform cleaning, tidying and maintenance tasks that are not specifically contained within the rota but require attention as part of maintaining overall high standards.
10. Ensure Health & Safety, quality and general procedure compliance, reporting any issues to the Office or Deputy Town Council.
11. To attend and assist at council events
12. Work as part of a team and support other members of the cleaning team to meet standards and Council objectives.
13. To support in the maintenance of the grounds at the Pavilion site as required.
14. To undertake any other duties commensurate with the level of the post as may be required

Administration

1. Liaise with Deputy Town Clerk and other members of staff as required to ensure the cleaning rota operates smoothly around both Council events and outside lets.
2. Report cleaning supplies requirements and stock levels to the Office.
3. Carry out routine administrative tasks required from time to time eg. checking off cleaning tasks on daily cleaning specification sheets.

Resources

1. Operate relevant equipment safely
2. Maintain tidy and organised work spaces and storage areas
3. Check equipment / machinery used and ensure health and safety guidelines are adhered to
4. Provide support to staff as requested and in accordance with own training / skill parameters

General

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibilities entailed. Such variations are a common occurrence and would not themselves justify the re-evaluation of the post. In cases, however, where a permanent and substantial change in duties and responsibilities of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation

**CLEANER/CARETAKER
PERSON SPECIFICATION**

Factor	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> • Considerable knowledge of a broad range of practical tasks associated with a caretaking environment together with the operation of associated tools and equipment. • Knowledge of Health & Safety legislation relating to a caretaking environment. 	<ul style="list-style-type: none"> • NVQ in General Maintenance and Housekeeping or equivalent. • British Institute Of Cleaning Science assessor's qualification or equivalent
Skills, knowledge and experience	<ul style="list-style-type: none"> • Literacy skills sufficient to read text and write straightforward sentences. • Numeracy skills sufficient to undertake straightforward arithmetic functions. • Strength, dexterity and co-ordination to use a range of cleaning tools and equipment. • Ability to plan and organise self and resources, including effective use of own time. • Resourceful and works with initiative and without constant supervision. • Listens, consults others and communicates clearly. 	<ul style="list-style-type: none"> • Supervisory experience • COSHH Awareness • Health and Safety Awareness • Fire Safety Awareness

	<ul style="list-style-type: none"> • Customer care skills. • Appropriately follows instructions to achieve set objectives. • Reliable and keeps good time. • Committed to the provision of quality services to achieve customer satisfaction. • Adapts to change by adopting a flexible and cooperative attitude. • Supportive and adapts to team working. • Awareness of safe working practices • Demonstrates integrity and upholds values and principles. • Promotes equal opportunities and anti-oppressive practice in all aspects of work. • A willingness to undertake job related training. 	
Personal Qualities	<ul style="list-style-type: none"> • Ability to work flexibly within a team and contribute to team ideals. • Ability to establish good customer relationships • Ability to work methodically and accurately • Ability to work on own initiative and complete tasks without supervision • Honesty, integrity and trustworthy 	
Special	<ul style="list-style-type: none"> • Flexibility to work evenings 	

Requirements	and weekends as part of a rota <ul style="list-style-type: none">• Commitment to personal professional development	
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