



Morpeth
Town
Council

POST TITLE: CLEANER
ACCOUNTABLE TO: DEPUTY TOWN CLERK
PAY GRADE: BAND 1 POINTS 1-2

Overall Responsibilities

To provide efficient and effective cleaning support to the Town Council, ensuring that the general appearance of the buildings and surroundings are maintained to the required standards. Temporary position, 10 hours per week initially.

Main Duties / Responsibilities:

Organisation

Cleaners 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. Emptying waste bins or similar receptacles, transporting waste material to designated collection points
2. Sweeping floors with brushes or dust control mops
3. Mopping floors with wet or damp mops
4. Using electronically powered scrubbing / polishing / vacuuming machines to scrub, polish, spray and clean floors (after receiving proper instruction and training if required)
5. Dusting, damp wiping, washing or polishing the furniture, ledges, window sills and external surfaces of cupboards, radiators, shelves and fittings
6. Replenishing consumable items (soap, toilet rolls, paper towels) when required
7. Cleaning toilets, urinals, hand basins and sinks
8. Using chemical agents as per manufacturer's directions in the discharge of cleaning operation or maintenance procedures (after receiving proper instruction and training)
9. Undertake wall washing or inside window pane cleaning, during periodic cleaning maintenance programmes, ensuring working at height guidance is followed.
10. Ensure that external areas of the property are kept free from litter and debris, bins are emptied regularly and main access routes and agreed areas are kept clear of leaves, snow and ice.

11. Take initiative to perform cleaning and tidying tasks that are not specifically contained within the rota but require attention as part of maintaining overall high standards.
12. Ensure Health & Safety, quality and general procedure compliance.
13. Work as part of a team and support other members of the cleaning team to meet standards and Council objectives
14. Report any Health and Safety issues to the Office or the Deputy Town Clerk.

Administration

1. Report cleaning supplies requirements and stock levels to the Office.
2. 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
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 cleaning environment together with the operation of associated tools and equipment. • Knowledge of Health & Safety legislation relating to a cleaning 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. • Customer care skills. • Appropriately follows instructions to achieve set objectives. | <ul style="list-style-type: none"> • Supervisory experience |

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| | <ul style="list-style-type: none"> • 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. • 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 Requirements | <ul style="list-style-type: none"> • Flexibility to work evenings and weekends as part of a rota if required for holiday/sickness cover • Commitment to personal professional development | |