

# Job Description and Person Specification



## Town Hall Cleaner

<b>Department:</b>	Lewes Town Hall
<b>Location:</b>	Lewes Town Hall
<b>Job Title:</b>	Cleaner
<b>Grade:</b>	SPC 4 £21,189 per year (FTE) £11.01 per hour
<b>Hours:</b>	20 hours per week (7:30-11:30, Mon-Fri)
<b>Responsible to:</b>	Town Hall Manager
<b>Responsible for:</b>	N/A

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### Main purpose of the role:

To be responsible for building cleanliness for all areas in Lewes Town Hall

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### Key Tasks

1. To comply with all instructions given by the Town Hall Manager relation to the work in hand. (This may change at some point during your service.)
2. To maintain appropriate standards of cleanliness and tidiness throughout the building, and proper operation of all safety-related systems/equipment and procedures.
3. To ensure that all work is carried out in a safe and proper manner to the best standard possible and using appropriate tools, and equipment.

4. To check that all tools, plant, and equipment is used in accordance with the manufacturer's instructions and that, as appropriate, all PPE (personal protective equipment) is worn – helmets, goggles, glasses etc.
5. To undertake health and safety checks and inspections of Town Council property, immediately rectifying minor defects if possible, reporting damage etc. promptly. To promptly advise of obvious deterioration, or imminent hazard, and assist in the preparation of solutions.
6. To ensure appropriate stocks of cleaning products and materials and request any need to replenish stock to the Town Hall Manager.
7. To be prepared to work in any of the Town Council premises to carry out your duties if required.
8. To ensure security of the premises, act as key holder for Town Council properties and land as required, and share duty as first-contact for emergencies.
9. To deter antisocial use, insofar as practical, and report problems promptly.
10. To comply with the Town Council's Health & Safety Policy at all times.
11. Apply consistently the principles of Equal Opportunities, as embodied in the Town Council's policies and practices throughout the duties outlined.
12. To undertake available training opportunities identified through appraisal and supervision and show a commitment to continuous development, to maximise your potential and ensure the efficient and effective delivery of Town Council services.
13. To undertake any other tasks commensurate with the grading of the post, as required by the manager/supervisor or the Town Clerk, ensuring that all duties undertaken are done so in accordance with Council policies, practices, procedures and standards.

This job description sets out the duties of the post at the time when it was drawn up. This is not to be taken as exhaustive nor exclusive. Such duties may vary from time to time to meet the needs of the service without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

## Person Specification

	Essential Criteria	Desirable Criteria	Method of Assessment/ Source of Information
<b>Key Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to clean premises to a high standard</li> <li>• Ability to deal with members of the public in a polite manner at all times</li> <li>• Good communication skills</li> <li>• Ability to develop good working relationships with customers, councillors, colleagues etc</li> <li>• Ability to work as part of a small team or on own initiative</li> <li>• Ability to follow written and spoken instructions</li> <li>• Ability to effectively organise own workload and meet tight deadlines, managing changing and conflicting demands</li> <li>• Ability to respond positively and proactively to unexpected problems and situations</li> <li>• Good time management</li> </ul>		Application form/Interview w/ Reference
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>• Basic literacy and numeracy</li> </ul>	<ul style="list-style-type: none"> <li>• Health and Safety related training such as COSHH or Risk Assessments</li> <li>• Safe use of ladders &amp; steps at work</li> <li>• First aid at work</li> </ul>	Application form
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of effective cleaning processes</li> <li>• Some knowledge of how to use a range of power tools and hand tools.</li> <li>• Knowledge of relevant Health and Safety at Work regulations and PPE</li> <li>• Equal opportunities knowledge</li> </ul>	<ul style="list-style-type: none"> <li>• Working at height regulations</li> <li>• Manual Handling</li> <li>• COSHH</li> <li>• Knowledge of Lewes</li> <li>• Knowledge of the services provided by Lewes Town Council</li> </ul>	Application form/Interview w
<b>Experience</b>	<ul style="list-style-type: none"> <li>• General cleaning</li> </ul>	<ul style="list-style-type: none"> <li>• Using ICT</li> </ul>	Application form/Interview w/

	<ul style="list-style-type: none"> <li>• Cleaning and if needed preparing premises for functions/events</li> <li>• Using a range of cleaning products and equipment</li> <li>• Working in a team</li> </ul>		Reference
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Customer friendly</li> <li>• Good interpersonal skills</li> <li>• Organised and logical approach to work</li> <li>• Punctual and reliable</li> <li>• Honesty</li> <li>• Flexible and self-motivated approach to work</li> <li>• Willingness to take on a range of tasks as required</li> <li>• A positive approach to problem solving</li> </ul>	<ul style="list-style-type: none"> <li>• A demonstrable interest in the town of Lewes either past or present</li> </ul>	Application form/Interview
<b>Other</b>	<ul style="list-style-type: none"> <li>• Ability and willingness to work early mornings,</li> <li>• Ability to undertake manual handling tasks</li> <li>• Flexible to change working hours when needed</li> </ul>		

**Date (drawn up): 14/09/2023**

**Reference of Officer(s) drawing up Job Description and Person Specifications: KC**