



Lewes
Town
Council

Job Description and Person Specification

Job Title:	Cleaner (x 3)
Location:	Lewes Town Council Venues: All Saints Centre, Malling Community Centre and Lewes Town Hall
Grade:	NJC Spinal Column Point 4 - 6: £24,404 per annum FTE (£12.65 - £13.05 per hour)
Hours:	2 x 15 hours (part time, flexible) 1 x 20 hours (part time, flexible)
Reporting To:	Venue Managers

Job Description

Main Purpose of the Role:

To carry out day-to-day cleaning, opening up, and locking up at the three Lewes Town Council venues where necessary: All Saints Centre, Malling Community Centre and Lewes Town Hall.

To have due care and respect when cleaning to the venues as historic Grade 2 listed buildings; as a working office suite, and as a public cultural venue for artistic and dramatic performances; displays & exhibitions; public meetings & events, and council & civic functions.

Key Tasks:

1. To clean and maintain all offices, halls, kitchens and toilets and ensure a tidy condition.
2. To regularly clean all toilets and kitchen/bar areas.
3. To regularly clean all hard and soft flooring, using appropriate equipment and materials.
4. To maintain and keep tidy the exterior perimeter of buildings including planters, courtyards and outside bin areas.
5. To empty daily all litter bins, recycling, waste receptacles etc. and remove to refuse collection point.

6. To regularly clean/polish all decorative surfaces (plaster; wood; glass; brass etc.) using appropriate equipment and materials as directed.
 7. To regularly clean/polish all accessible walls, windows (internally), windowsills (internal), shelving, cupboards etc. using appropriate equipment and materials.
 8. To regularly clean/polish all hanging artworks, frames etc. using appropriate equipment and materials, as directed.
 9. To clean, as directed, crockery; cutlery; glassware, and other similar items.
 10. To clean and prepare rooms, clearing excessive litter/removing hazardous items and reporting problems (e.g. broken glass or other hazards)
 11. To monitor appropriate stocks and availability of consumable materials, reporting re-order levels to Venue Managers.
 12. To ensure security of the premises, where appropriate, setting and un-setting alarm systems.
 13. To promptly advise of obvious deterioration, or imminent hazard.
 14. If locking-up, to ensure all windows and exits are locked and secure. Ensure that all taps and lights are turned off. Check that nobody is left in the building. Close and alarm the venue (times will vary).
 15. To ensure that all health and safety requirements are followed. Complete routine safety checks.
 16. To act as key holder for Town Council properties and land as required.
 17. To comply with the Town Council's Health & Safety Policy at all times.
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Points to Note:

- The post requires flexibility in terms of time management and will require working at weekends and evenings to support meetings and events as required.
 - The post holder will consistently apply the principles of Equal Opportunities, as embodied in the Town Council's policies and practices throughout the duties outlined.
 - 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.
 - This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time 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.
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Person Specification

Key Skills & Abilities

Essential

- Ability to clean premises to a high standard
- Ability to take instruction and to work on own initiative
- Organised and logical approach to tasks
- Flexible approach to working hours
- Understanding of Health and Safety
- Ability to follow written and spoken instructions
- Good time management
- Ability to deal with members of the public in a polite manner at all times

Personal Attributes

Essential

- Customer friendly
- Punctual and reliable
- Honest and trustworthy
- Willing to take on a range of tasks as required
- Take pride in your work

Other

Essential

- Ability and willingness to work evenings and weekends
- Comfortable with lone working
- Flexible to change working hours when needed
- Minimum 1 years' experience as a cleaner

Desirable

- Worked in a listed building