

Liskeard Town Council

Relief Cleaner (Scale SCP 9) £14,075 PA Pro Rata

Working pattern:

Standard hours

Saturday and Sunday – 07.00 to 09.00

Plus holiday / sickness relief cover as required for Public Toilets cleaner (25 hrs / week) Public Hall cleaner (15 hours per week) and Foresters Hall cleaner (15 hours per week) – various days and shifts.

Standard hours 4 per week plus holiday cover and additional hours as required as above.

Responsible to the Facilities Manager

Job Description

Main purpose of the job:

The cleaning of any / all internal and external areas of the Public Hall Complex as directed by the duty Caretaker.

In addition to act as relief cleaner to cover for holidays / sickness absence of the Public Toilets cleaner, Public Hall cleaner, and Foresters Hall cleaner over various days and shifts.

Main responsibilities and duties:

1. Preparing the Public Hall Complex for use, cleaning rooms, toilets and common areas in a timely manner as directed by the duty Caretaker.
2. To undertake deeper cleans in quieter periods.
3. To provide holiday and sickness cover for other team members as required and to assist with special events such as Civic services and Mayor Choosing.
4. To undertake training and personal development, as identified in conjunction with the Facilities Manager, and to attend meetings and briefings as required.

5. To constantly be aware of your own, and other peoples health & safety and to report any concerns via the duty Caretaker to the Facilities Manager or Town Clerk immediately.
6. To be aware of the safe use of cleaning chemicals and materials.
7. To carry out other duties or tasks as requested by the Facilities Manager, commensurate with the post.