



LISKEARD COUNCIL
WORKING FOR YOU

LISKEARD TOWN COUNCIL

Cleaner/Caretaker

SCP 3

£10.82 per hour (£20,812 pro rata) 2022

25 hours per week – including weekends and evenings

Responsible to the Facilities Manager

Job Description

Main purpose of the job:

To clean to the required standard the public toilets at Westbourne Car Park, Sungirt Car Park and Dean Street Monday-Saturday (Westbourne Car Park only on Sundays) and support the Facilities Team with events in the Public Hall.

Main responsibilities and duties:

1. To check and clean the public toilets Monday to Saturday (Westbourne Car Park only on Sundays). To open and clean the toilets each morning at approx. 7am to 8am, to check them at least once during the day, and to ensure they are closed again in the evening between 5pm and 6pm.
2. To assist with the smooth running of the Town Councils properties and facilities to required standards of cleanliness, presentation, and maintenance.
3. Preparing the Public Hall Complex for daily use, cleaning and setting up rooms, toilets, and common areas in a timely manner to customer requirements.
4. To recognise and be aware of the requirements of the Health & Safety at Work Act and to abide by the Councils Health & Safety Policy and risk assessments and report any health and safety concerns to the Facilities Manager.

5. Monitor stocks of cleaning materials, consumables and equipment and advise the Facilities Manager of requirements.
6. To report and damage and/or vandalism promptly.
7. To undertake training and personal development as identified in conjunction with the Facilities Manager, and to attend meetings and briefings as required.
8. To provide occasional holiday and sickness cover for other team members as required and to assist with special/civic events.
9. To perform other duties or tasks as requested by the Facilities Manager, commensurate with the post.

05.12.2022