

## **JOB DESCRIPTION - Liskeard Town Council**

**Post Title: CLEANER**

**Post Reference: LTC/2026/Cleaner**

**Job Grade:** SCP (subject to review 1<sup>st</sup> April 2026)

**Contracted Hours:** 25 hours per week

**Contracted Days:** Monday to Friday (occasional evening and weekend work required)

**Responsible To:** Facilities Manager

**Based At:** The Public Hall, 3–5 West Street, Liskeard, PL14 6BW

**Car User:** No

**Job Description Date:** 17 April 2026

**Annual Leave:** As per NJC Guidelines

**Politically Restricted Post:** No

**Enhanced DBS Check Required:** No

### **Main Purpose of the Role:**

To support the smooth day-to-day operation of the Town Council's facilities, ensuring all buildings are clean, safe, and well maintained to a high standard.

### **Overall Responsibilities:**

The Cleaner is responsible for maintaining cleanliness and presentation across the Public Hall (including meeting rooms, kitchen areas, toilets, and communal spaces), Foresters Hall (Museum and Tourist Information Centre), and the Town Council offices.

The role also includes providing holiday and sickness cover for public toilets located at Westbourne Car Park, Sungirt Car Park, and Dean Street, typically once or twice per week. Occasional evening and weekend work will be required to support larger events and civic occasions (approximately six per year). Also, supporting the wider team with room set ups and change overs during busy periods.

The post holder is expected to adhere to Health & Safety procedures, demonstrate strong teamwork and customer care, and maintain a professional standard at all times. Uniform and personal protective equipment (PPE) are provided.

### **Specific Responsibilities:**

#### *Cleaning Duties:*

- Work as part of a team responsible for cleaning offices, meeting rooms, toilets, kitchens, and communal areas within the Public Hall, Foresters Hall (Museum and Tourist Information Centre), and public conveniences
- Empty bins and dispose of waste appropriately, including recycling
- Sweep, mop, vacuum, and dust all designated areas
- Undertake periodic deep cleaning tasks
- Clean and maintain kitchen areas, including cupboards, work surfaces, and semi-commercial kitchen facilities
- Clean and polish windows, fixtures, and brass fittings
- Keep building entrances clean, tidy, and free from weeds
- Replenish consumables such as toilet paper, soap, and paper towels as required
- Monitor stock levels of cleaning materials, consumables, and equipment, and report requirements to the Facilities Manager

#### *Health & Safety:*

- Follow all Health & Safety procedures and safe working practices at all times
- Use cleaning chemicals and equipment safely, in accordance with COSHH regulations
- Assist with routine safety checks, including weekly checks of fire alarms, defibrillators, and related equipment
- Maintain awareness of personal and public safety, reporting any concerns promptly to the Facilities Manager or Town Clerk

#### *Customer & Public Interaction:*

- Be polite, helpful, and professional when interacting with councillors, staff, and members of the public
- Represent Liskeard Town Council in a positive and professional manner at all times

#### *Administrative & Team Duties:*

- Maintain cleaning and maintenance records as required
- Work both independently and collaboratively as part of the Facilities Team
- Undertake training and personal development as agreed with the Facilities Manager
- Attend meetings, briefings, and training sessions as required

- Contribute to improving standards, efficiency, and service delivery through effective teamwork

*Other Duties:*

- Undertake any other duties commensurate with the role, as requested by the Facilities Manager

**Physical Requirements** – able to conduct essential physical requirements of the role

**Equality and Diversity** - Liskeard Town Council is committed to promoting equality and diversity and welcomes all sections of the community. The Council aims to ensure that no one receives less favourable treatment on the grounds of protected characteristics. For further information - <https://www.liskeard.gov.uk/wp-content/uploads/Equality-and-Diversity-Policy-JULY-23.pdf>.

**Working Hours and Flexibility** - The role requires flexibility in working hours, including evenings and weekends, in line with operational requirements. Any additional hours worked may be reclaimed as Time Off in Lieu (TOIL), in accordance with Council policy.

UPDATED 17.04.2026