

## Wells City Council

### Job Description Cleaner

<b>Designation:</b>	Part Time Council Cleaner
<b>Grade:</b>	SCP 7            £12.46 per hour
<b>Hours:</b>	16 per week, Friday, Saturday, Sunday and Monday flexible, within the requirements of the Council. Additional hours by arrangement.
<b>Location:</b>	Public Toilet Blocks, Town Hall Wells, BA5 2RB And elsewhere within the City as required
<b>Job Purpose:</b>	To be responsible for the cleaning and hygienic presentation of public facilities under the control of the City Council
<b>Responsible for:</b>	No supervisory responsibilities
<b>Responsible to:</b>	Town Hall Manager (Line manager)
<b>Key duties:</b>	<ol style="list-style-type: none"><li>1. <u>Public Toilet Blocks</u> The hygienic cleansing of special toilet facilities at Union Street, Town Hall Buildings, Bus Station, Recreation Ground as directed by the Town Hall Manager.</li><li>2. <u>Town Hall</u> The hygienic cleansing of special toilet facilities and rooms at the Town Hall as directed by the Town Hall Manager. Other cleaning as required.</li></ol>
<b>Skills Knowledge and Experience:</b>	Sound knowledge of all types of general cleaning and cleaning products. Awareness of health and safety regulations relating to hygiene in public facilities.  Ability to manage own time and workload Awareness of needs of the general public Ability to respect confidentiality
<b>Complexity &amp; Creativity:</b>	Ability to respond to needs as they arise To assist in identifying and dealing with any cleaning issues that arise
<b>Judgment and decisions:</b>	To make routine decisions on everyday work with all other decisions being referred to the Town Hall Manager
<b>Contacts:</b>	City Council staff Members of the public
<b>Resources:</b>	Responsible for the proper use and safekeeping of appropriate materials and cleaning agents
<b>General:</b>	To work within health and safety guidelines in accordance with the health and safety at work act, Public Health act 1984.