

DEVIZES TOWN COUNCIL

JOB DESCRIPTION: Shambles Cleaner

Job Purpose:

To undertake duties and responsibilities as a Cleaner to provide an effective and efficient cleaning service to the Shambles and Council Venues and Properties.

Responsible To: Market Manager

Location: The Shambles

Main Responsibilities:

1. Keep the Shambles and equipment in good clean order.
2. On occasions assist with cleaning of Council Venues and Properties.
3. Ensure all work practices, use and storage of chemicals, solvents and cleaning materials and the use and storage of equipment is carried out in compliance with health and safety at work requirements.

Key Tasks:

1. Carry out all work in compliance with Health and Safety at Work requirements and use safe systems of work.
2. The Devizes Town Council is a Best Value Authority and therefore all members of staff are required be aware of the Council's performance indicators and endeavour to achieve these set targets
3. The responsibility for the smooth running of the Authority is incumbent on all members of staff. During times of absence of colleagues or high workloads, you will be expected to help with taking on additional duties and responsibilities, which are appropriate with your grade.

General:

1. The post holder has personal responsibility for safety as outlined in the Health and Safety at Work Act 1974.
2. All staff are required to abide by and promote equalities within the Town Council as outlined in the NJC Pay & Conditions of Service.
3. This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.

DEVIZES TOWN COUNCIL

PERSON SPECIFICATION: Shambles Cleaner

The post holder requires the following:

QUALIFICATIONS

There are no formal qualifications required for this post

EXPERIENCE

1. At least one years experience in a similar environment is preferred.

ESSENTIAL SKILLS AND ABILITIES

1. Good communication skills, particularly oral.
2. A thorough knowledge and previous experience of cleaning routines
3. Good organisational skills.
4. Ability to use initiative whilst working unsupervised.
5. Ability to work as part of a team
6. Ability to use a range of power tools and cleaning equipment.
7. A flexible and versatile approach to work
8. Be physically fit and be able to lift equipment and furniture
9. Knowledge of Health and Safety requirements and responsibilities

DESIRABLE SKILLS AND ABILITIES

1. Manual Handling Training