

BRACEBRIDGE HEATH PARISH COUNCIL

The Heath: Village Hall & Library, Red Hall Lane, Bracebridge Heath, LN4 2LB
07899 888530 – clerk@bracebridgeheath-pc.gov.uk

Job title	Facilities Cleaner
Location	Main base: The Heath: Village Hall & Library Working throughout Bracebridge Heath which will include the Pavilion.
Salary	NJC SCP 5-6 Currently £12.21 to £12.42 per hour (<i>pending NJC pay award for 24-25</i>) Paid monthly
Hours	15 to 18 hours per week
Responsible to:	Clerk to Council (Day to Day supervisor is Village Caretaker – Maintenance)
Responsible for:	Nil

Job Description- Facilities cleaner

Job Purpose

To maintain, service and clean Parish Council facilities including the pavilion, The Heath: Village Hall & Library, play parks and other areas as required.

Responsibilities

Cleaning & Servicing

- To clean and service all areas of Parish Council buildings regularly and to a high standard.
- To ensure that the building remains tidy and that all furniture and equipment is appropriately stored after use.
- To monitor stocks of cleaning supplies and other consumables and to advise the Clerk to Council or Deputy Clerk to ensure that they are replenished in good time.
- To assist with (as appropriate) the setting out and subsequent removal and securing after use, of chairs, tables and other equipment provided at Parish Council facilities.
- During quieter times, cleaning work will include any occasional or non-routine tasks that become necessary.
- To clean play facilities within the village as required.
- To carry out occasional litter picking and annual leave cover for the Caretaker-Maintenance.

Cleaning duties include but are not limited to:

- Sweeping, mopping, dusting and cleaning of all areas including changing rooms and toilets.
- Using electronically powered scrubbing / polishing / vacuuming machines to scrub, polish, spray and clean floors.

Maintenance

- To report any issues with the physical condition of the buildings, furniture and equipment to the Caretaker Maintenance or other members of staff as required.
- To ensure all cleaning equipment is in a safe, clean and working condition and report any issues to the clerk to council.

Supervision of Premises

- To monitor the activities in Parish Council facilities to ensure that hirers comply with the conditions of Hire and other statutory requirements.
- To retain custody of keys to parish council buildings.

Health and Safety

- To be aware of your own responsibilities for Health & Safety.

- To ensure safe working practices are used at all times in relation to the use of chemicals and working at height.
- To report any accidents or near misses to the Clerk to Council as soon as possible.
- To report any requirements for Personal Protective Equipment to the Clerk to Council.
- To contribute to and conduct dynamic risk assessments of your own working environment

Training and review

- To participate in and contribute to an annual appraisal of performance
- To identify, alongside the Clerk to Council, any training needs.
- To attend training courses as and when required.

- To carry out any other reasonable duties commensurate with the level of the post including providing cover for some tasks when during absence of the Caretaker-Maintenance.