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| **Job Description** |
| **Job title** | CLEANER/CARETAKER |
| **Accountable to** | Premises Officer |
| **Responsible for** |  |
| **Date reviewed** | August 2015 |

**Purpose of the job**

The primary purpose of the post is, at all times, working as part of the Town Council staff team, to be a representative Halewood Town Council: to the community, its stakeholders and partners, providing cost effective, high quality services and amenities which reflects the interest and expectations of the Halewood community, in accordance with the wishes and powers of the Town Council.

Specifically, the post holder is responsible for ensuring that Town Council premises and play parks are a clean and safe environment for users, for the security of the premises and its contents and to offer a positive and welcoming service to the community providing groups and individuals with assistance, support or information in booking and using Town Council facilities and assisting colleagues in service delivery.

**Duties and responsibilities**

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken. Other duties may be necessary from time to time in accordance with established local practice or within the reasonable requirements of the Town Council.

1. To contribute proactively to events, initiatives and projects as directed by the Town Manager / Council.
2. To promote the Town Council and its facilities to potential users in order to maximise usage whenever appropriate and in service delivery, espouse high quality customer care and equality.
3. To encourage and accept bookings for functions and other events to be held on Town Council premises, adhering to agreed procedures at all times.
4. To support and collaborate with the Halewood community and the Town Council’s other stakeholders and partners, in organising, developing and promoting community based activities and events.
5. To be aware of and comply with all policies and procedures relating to the protection of children and vulnerable adults, supporting difference to ensure equality of access and opportunity irrespective of ethnicity, gender, political or religious affiliation and belief or disability.

**Building/Facilities Management (as required)**

1. To ensure that the building is opened punctually, acting as key holder if required and is adequately heated and prepared for users, including the provision and arrangement of tables, chairs and other necessary equipment.
2. To ensure that the Town Council play parks are made available for public use at agreed times and that the equipment is fit for purpose and hazard free.
3. To monitor the condition of the building, systems, fixtures and contents and to report any obvious defects or need for maintenance.
4. To be aware of the location of all stopcocks, gas and electricity meters and to provide readings as required.
5. To ensure that all escape routes are clear from obstruction, to assist in the operation of regular fire drills as required by Health and Safety Fire Regulations, and to ensure that all fire exit doors are operable during opening hours for the safety of the users of the premises.
6. To ensure that all heating and lighting is switched off after building usage has ceased.
7. To undertake, within capabilities, minor /simple repairs and maintenance works, including redecoration.

**Building Security (as required)**

1. To ensure the security of the premises and the testing/activation/de-activation/resetting of appropriate alarm systems.
2. To ensure that all windows, doors, shutters and gates are closed, locked and secured at the end of each day or after usage.

**Cleanliness and Hygiene**

1. To carry out scheduled and reactive tasks, including vacuuming, buffing, cleaning of sanitary ware, mopping / polishing surfaces, ensuring the highest standards of cleanliness throughout Town Council premises and facilities.
2. To ensure that there is an adequate supply of soap, towels, and toilet tissue in toilet areas and that any hand drying equipment is functioning properly.
3. To clean internal glass and internal and external door glass.
4. To clean internal and external windows at ground level.
5. To undertake periodic litter picking duties internally and externally, and brush, sweep and remove debris as necessary.
6. To be responsible, in liaison with the Town Council’s administration staff, for ordering and maintaining stocks of cleaning equipment and supplies, ensuring stock rotation and the minimisation of waste.

**Health and Safety**

1. To use only approved equipment and stocks.
2. To use equipment and stocks in a safe way in accordance with manufacturer / COSHH regulations.
3. To ensure the safe and secure storage of cleaning agents and other potentially hazardous materials.
4. To inform the Town Manager of any health and safety issues that may place individuals in danger.

**Data Protection and Information Security**

1. Implement and act in accordance with adopted Data Protection and Information Security Policies.
2. Protect the Town Council’s information assets from unauthorised access, disclosure, modification, destruction or interference.
3. Report actual or potential security incidents.

August 2015