

HALEWOOD TOWN COUNCIL

| Job Description | |
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| Job title | TOWN COUNCIL CLEANER |
| Accountable to | Town Council Manager |
| Responsible for | |
| Date reviewed | March 2026 |

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 will be responsible for ensuring that the Town Council premises and play parks are a clean and safe environment for Users and as necessary, for the security of the premises and its contents.

Key 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 if the Town Council.

Cleanliness and Hygiene

1. To carry out scheduled and reactive tasks, including vacuuming, buffing, cleaning of sanitary ware, mopping / polishing surfaces and the emptying of bins, ensuring the highest standards of cleanliness throughout Town Council premises and facilities.
2. To ensure there is an adequate supply of soap, towels and toilet tissue in toilet areas and that any drying equipment is functioning properly.
3. To clean internal glass and internal and external glass doors.

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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 Town Council administration staff, for the ordering and maintaining of stocks of cleaning equipment and supplies, ensuring stock rotation and the minimisation of waste.
7. To ensure that the building is opened punctually, acting as key holder and if required ensuring the premises are heated and prepared for users.
8. If required, to ensure that all windows, doors, shutters and gates are closed, locked and secured at the end of each day or after usage.
9. If required, to ensure that all heating is switched off after building usage has ceased.
10. To be aware of and comply with all policies and procedures of the Town Council including, but not limited to, Health & Safety, the safeguarding of children and vulnerable adults and equality and diversity of provision.

Health and Safety

11. To observe and comply with all H&S regulations applicable to the role.
12. To use only approved equipment and stocks.
13. To use equipment and stocks in a safe way in accordance with manufacturer / COSHH regulations.
14. To ensure the safe and secure storage of cleaning agents and other potentially hazardous materials.
15. To inform the Town Council Manager or in their absence, another member of Town Council staff, of any health and safety issues that may place individuals in danger.

Data Protection & Information Security

16. Implement and act in accordance with adopted Data Protection and Information Security Policies.
17. To report any actual or potential security related incidents.

Approved by the Town Council's HR Committee at it's meeting held on 9th March 2026