

BRAUNSTONE TOWN COUNCIL

JOB DESCRIPTION

JOB TITLE: Cleaner & Premises Operative

GRADE: NJC Scale 5 – 6

RESPONSIBLE TO: Senior Cleaner & Premises Operative

RESPONSIBLE FOR: N/A

PURPOSE OF JOB: To provide a comprehensive service at any of the Council's Community Centres, Library and Sports facilities including function room setting and layout to customers' requirements, cleaning, dusting, vacuuming, washing/buffing floors, emptying bins, cleaning toilets to ensure high standards of cleanliness and hygiene at all times.

KEY RELATIONSHIPS: Customers, Users of the Centre, other Cleaner & Premises Officers, Senior Customer Service & Centres Officer and Duty Officers – Community Centres.

MAIN DUTIES:

1. To ensure that the Community Centre offices and public areas (including foyer, corridors and toilets) are cleaned in accordance with defined standards before 9am and again before 6pm each weekday.
2. To ensure that the Council's Community Centres, Library and Sports Club Changing Rooms are cleaned in accordance with defined standards according to the needs of hirers of the buildings.
3. To clear rubbish from outside areas, patio area and pathways when necessary.
4. To ensure that the public areas are cleaned in accordance with defined standards before the building opens for business (including Saturdays, Sundays and bank holidays where necessary).
5. Prepare rooms for various functions (including weddings, parties etc). Set up and take down tables, chairs and stage extension, and provide tea/coffee in accordance with Hirers' requirements. Wash up and clear away after function/meeting.
6. Show potential hirers around the Council's premises and advise them on hiring and room layout options.
7. To set up rooms for meetings, functions and events, including audio/visual equipment.
8. To be a Keyholder for the Council's buildings/premises, including responsibility for responding to emergency call outs and responding to any other reasonable requests of the Council's Management to provide access.
9. Carry out minor repairs and adjustments to furniture and fittings where possible.
10. To complete relevant documentation concerning safety, maintenance and room standard checks and ensure relevant issues are drawn to the attention of the Service Manager.

11. To be responsible for specific duties and areas of the premises as allocated by the Senior Cleaner & Premises Operative, including enhanced cleaning of these areas.
12. Stock taking and ordering of cleaning materials and equipment.
13. To comply with the Health & Safety At Work Act at all times as outlined in Braunstone Town Council's Health & Safety Policy
14. To attend occasional staff meetings/training sessions as necessary, which may be out of normal working hours and/or at other establishments as required.
15. Any other reasonable duties that may be required by your Line Manager.

CORE WORKING HOURS:

Hours in accordance with the needs of the Council's facilities and within the following: -

8am to 12.00 midnight Monday to Thursday
8am to 1.00am Friday to Saturday
8am to 11.30pm Sunday

In addition, the post holder must be flexible with their shift patterns and be willing to provide cover for holidays, sickness etc at all of the Council's facilities.

SALARY/TERMS OF EMPLOYMENT:

Employed within a salary scale which covers NJC Spinal Column Point Range 5 – 6 for all hours worked on the shift pattern.

All other terms and conditions in accordance with the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (The Green Book). The employment will be subject to a probationary period of six months' satisfactory service. Payment of salary by banker's transfer - monthly in arrears.

Braunstone Town Council is an Equal Opportunities Employer.

PERSON SPECIFICATION – CLEANER & PREMISES OPERATIVE			
KEY JOB REQUIREMENTS	ESSENTIAL	DESIRABLE	TESTING MECHANISM
QUALIFICATIONS Good general education		✓	Application Form
EXPERIENCE Previous experience in a similar role		✓	Application Form
KNOWLEDGE Knowledge of health and safety, manual handling and equal opportunities requirements in a public service/customer focused environment	✓		Application Form/Interview
Experience in the use of industrial cleaning materials/equipment including buffing machines and carpet shampooers/steamers	✓		Application Form/Interview
SKILLS Excellent organisational and planning skills to meet the varying demands of a busy customer focused centre	✓		Interview
Experience of, or willingness, to carry out minor maintenance work		✓	Interview
PERSONAL QUALITIES Heavy lifting and agility is an essential element of work in this post	✓		Interview/Occupational Health Medical Form on appointment
Ability to fit into a committed and customer focused team	✓		Interview
The ability to work on your own initiative with minimum or no of supervision	✓		Interview
Reliable, with commitment to a flexible working hours pattern to meet the demands of the service	✓		Interview
OTHERS Willingness to work at any of the Town Council's Premises.	✓		Interview