



BARRY TOWN COUNCIL

JOB DESCRIPTION AND EMPLOYEE SPECIFICATION

Job Title	Cleaner	Grade	SCP 3/4
Reporting To	Facilities Team Leader	Hours	20 hours p/wk
		Working Pattern	Monday to Friday,
Direct Reports	none		

Purpose of the Role

To ensure all Barry Town Council's Council Offices and the buildings at Merthyr Dyfan Cemetery are cleaned to a high standard and ensuring a clean and welcoming environment for all staff, Councillors and members of the public

Key Duties and Responsibilities

1. To ensure all offices, council chamber, Mayor's Parlour, kitchen, stairs and upper floor toilets in the council building are cleaned to a high standard
2. To ensure that the toilets, office, chapel and staff room at Merthyr Dyfan Cemetery are cleaned to a high standard

Council Offices

Daily

- a) To open offices and disarm the alarm and rearm and securely lock offices on leaving, if not otherwise occupied by office staff
- b) Ensure all waste paper bins are emptied and black rubbish sacks and recycling are placed in the communal bins in the car-park ready for collection
- c) Washing up, drying and putting away crockery used the previous day
- d) Dusting and polishing all desks and work surfaces over the three floors, including the Chamber and Mayors Parlour
- e) To clean all kitchen work surfaces
- f) To clean and appropriately disinfect all toilets and wash basins
- g) To ensure all framed photographs and notice boards are dust free
- h) To vacuum all carpeted areas in Council Offices, Chamber and Mayor's Parlour

- i) To transport office rubbish to cemetery for disposal, recording details of mileage and submitting claims as per policy
- j) To sweep and mop stairs and sweep and mop loft office.

Weekly

- a) Ensure that there is always an adequate supply of cleaning materials – collates all cleaning requirements from caretakers and Cemetery Team Leader and place one order into the office administration team for ordering

Regularly or as requested

- a) Fully clean all kitchen cupboard and refrigerators
- b) Supports other areas for example caretaker role and events
- c) To clean inside of all windows
- d) To take home tea towels, dusters, clothes and table clothes from office and/or Centre to wash and Iron

Merthyr Dyfan Cemetery

- a) To clean and appropriately disinfect toilets in public block, chapel and staff room
- b) To damp dust all furniture and fittings in the Chapel
- c) To vacuum and/or mop chapel floor
- d) To clean all work surfaces and other areas within the staff room

3. Communications

- a) To foster strong communication within the wider Council team
- b) To participate in team meetings and corporate training days as appropriate
- c) To communicate with members of the public, staff and Councillors
- d) To provide regular feedback to your line manager through Supervision

4. Health and Safety

- a) To assist in ensuring that the Town Council's statutory obligations for the effective management of health and safety are met
- b) To prepare risk assessments which impact on your role and the department you work in, for all tasks undertaken.
- c) To prepare COSHH assessments in respect of all chemicals used in the course of your daily tasks
- d) To take care of your own health and safety by following guidance provided by your line manager and through training received
- e) To fully adhere to the policies and procedures set out in the Staff Handbook, ensuring you update staff when you are notified of any changes

- f) To ensure that the offices are secure when working alone in line with the Council's Lone Working Policy and to contact security company at the start of each shift
- g) To ensure that the offices are securely locked when finishing, if finish time is before office staff arrive for the day

8. Equality and Diversity

- a) To support the Chief Officer (Town Clerk) in ensuring that the provisions of the Equality Act 2010 are reflected in all aspects of the Council's work.
- b) To undertake Equalities awareness training
- c) To be aware of the requirements of the Welsh Language Act and how they might relate to the role you perform.

6. Personal Development

- a) To develop in your role through training and development opportunities made available to you.

7. Other

- a) To undertake other duties from time to time which are commensurate with the level and grading of the post.

EMPLOYEE SPECIFICATION

Experience/ Competencies	Essential or Desirable?	Method of Assessment
<p>Qualifications and Education</p> <ul style="list-style-type: none"> • Evidence of previous cleaning experience • Hold or willing to undertake a Health and Safety qualification • Hold a full driving licence 	<p>Desirable</p> <p>Essential</p> <p>Essential</p>	<p>Application Form</p> <p>Interview</p> <p>Application Form</p>
<p>Skills and Attributes</p> <ul style="list-style-type: none"> • Ability to understand verbal & written instructions • Ability to work as a member of a team or alone with little supervision • Flexible, enthusiastic and highly organised • Ability to communicate effectively with other employees and clients • Basic IT skills enabling use of internet, e-mail and documents • Awareness of health and safety & legislation and manual handling guidance and their application within an organisation • Ability to use a range of cleaning equipment in a safe way • Ability to maintain an orderly and safe working environment 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Interview</p> <p>Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Interview</p> <p>Application Form/Interview</p> <p>Interview</p> <p>Interview</p>

<ul style="list-style-type: none"> • Ability to organise and prioritise workload 	Essential	Interview
<p>Personal Styles and Behaviours</p> <ul style="list-style-type: none"> • A motivating and enthusiastic individual • Personality, conduct and credibility that engages the confidence councillors and staff 	Essential	Interview
<ul style="list-style-type: none"> • Personality, conduct and credibility that engages the confidence councillors and staff 	Essential	Interview
<p>Other</p> <ul style="list-style-type: none"> • Committed to developing and keeping up to date personal knowledge level 	Essential	Interview