

## Birchwood Town Council

### PERSON SPECIFICATION

POST: Cleaner / Caretaker

MINIMUM ESSENTIAL REQUIREMENTS	METHOD OF ASSESSMENT
<p><u>Skills/Knowledge:</u></p> <p>Good inter-personal skills            Clear communication            Knowledge of cleaning material/equipment            Organised            Basic administrative skills            Willing and able to undertake a variety of tasks            Ability to prioritise and work to deadlines</p>	<p>Application Form/CV and at Interview</p>
<p><u>Experience/Qualifications/Training etc. (if any):</u></p> <p>Car Driver            Previous or similar experience            Health &amp; Safety            Experienced in the use of cleaning equipment and materials</p>	<p>Desirable            Desirable            Desirable            Desirable</p>
<p><u>Work Related Circumstances:</u></p> <ol style="list-style-type: none"> <li>1. Flexibility of working hours</li> <li>2. Available to be 'on call' outside working hours</li> <li>3. Attendance at meetings, if required</li> <li>4. The ability to safely climb and work from step ladders</li> <li>5. The ability to carry vacuum cleaners, mops, buckets, step ladders and other bulky equipment / supplies up and down stairs</li> <li>6. Able to work on own initiative</li> <li>7. Willing to undertake additional training if necessary</li> <li>8. Will be required to work on own.</li> </ol>	<p>Interview            Interview            Interview            Interview            Interview            Interview            Interview            Interview</p>

NOTE TO APPLICANTS: *You must show in your application form how you meet these requirements.*