

JOB VACANCY

- Job Title:** Cleaner/Caretaker for Birchwood Town Council
- Hours of Work:** 10 per week (4pm – 6pm) Monday – Friday (some flexibility and occasional weekend work may be required)
- Place of Work:** Parkers Farm, Delenty Drive, Birchwood, WA3 6AN
- Rate of Pay:** £9.50 per hour

JOB DESCRIPTION

The post holder will be required to work at the Town Council's premises, on Delenty Drive.

Main purpose of the job

To work under the supervision of the Town Council's Clerk and/or Responsible Finance Officer, to undertake the following range of tasks in a safe, efficient and effective manner.

- (a) Maintain a clean office/mess room environment (including hall, stairs, etc. carpets) utilising brushes, domestic cleaning equipment, mops, buckets and appropriate cleaning liquids, soaps, disinfectants, etc (all supplied on site). Also to keep clean public rooms, kitchen and internal toilet areas, including emptying refuse/litter bins within the building.
- (b) Daily cleaning/polishing of desks, chairs, work surfaces and telephone hand sets.
- (c) Periodic cleaning of interior windows, blinds and curtains as directed and also filing cabinets and filing draws.
- (d) After cleaning, put out table and chairs for any meetings or events taking place in the public rooms and restack after the event.
- (e) Sweep certain external pathways/entrances to the main building.
- (f) To report any internal repair/maintenance issues which appear to require work within the complex which are observed whilst cleaning.
- (g) To report when any equipment or cleaning materials need to be replaced and/or purchased.
- (h) To always undertake the work in a polite and courteous manner and treat local residents and visitors with respect in relation to the performance of your duties.
- (i) Employees are required to observe health and safety requirements at all times.

Other job related issues

(a) Indemnity

The Council hereby indemnifies the Officer against all claims made against him/her in relation to the performance of work-related duties to the Cleaner/Caretaker.

(b) Expenses

Any pre-agreed expenses incurred by the Officer in the performance of the local duties shall be repaid by the Council in line with the prevailing local scheme for reimbursement of expenses to Councillors and Officers.

(c) Accommodation and Work Base

This is agreed to be Parkers Farm located on Delenty Drive, Birchwood.

(d) Other Employments

During the continuance of this agreement the Cleaner/Caretaker shall not, without the consent of the Council, commence other employment which is likely to hinder or prevent or be inconsistent with the performance of the duties of the post holder.

(e) Grievance and/or Disciplinary Issues

The Cleaner/Caretaker may apply in writing to the Chairman of the Council for redress of any grievance relating to his/her employment or if he/she is dissatisfied any disciplinary decision relating to the post holder. The final resolution of the matter will be by a duly convened meeting of the Council when the Officer will be given every opportunity to explain or present the problem. The Council will follow the ACAS disciplinary procedures.

Payment of Wages

Wages will be paid monthly and payments will be by BACS via the Council's payroll bureau.

Sick Pay

Sick pay arrangements – Sick pay scheme in operation thereafter at the discretion of the Council.

Annual Leave

22 days (pro rata to 37 hrs per week). Leave shall be taken in agreement with the Clerk after reasonable advance notice.