

Halsall Parish Council cleaner (advertisement)

Halsall Parish Council is looking for an enthusiastic, committed individual to take on the role of cleaner.

You will work flexibly, contracted for 6 hours per week, at a rate of £12.09 per hour.

The primary role is to ensure that the Memorial Hall and St Aidan's Hall are kept clean.

Please apply to the Chair of the Halsall War Memorial Trust Cllr Elizabeth Wright, by email to keithandbeth@btinternet.com. Please include a CV and a supporting statement describing previous experience and how you meet the criteria for this role.

Full terms and conditions are available here www.halsallparish.org.uk/information/misc

Closing date for applications is 29th February.

Job Description

In this position,

1. you will provide an efficient and effective cleaning service for the Memorial Hall and St Aidan's Hall. You will work flexibly, but approximately two hours per week for St Aidans and 4 hours for the Memorial Hall.
2. You will vacuum, sweep and mop floors, dust and sanitise surfaces and clean interior windows throughout both premises, including the kitchen, bathrooms and toilets.
3. You will be responsible for cleaning and restocking bathrooms and toilets with consumables.
4. You will maintain cleaning equipment, including emptying and replacing vacuum cleaner bags when needed.
5. You will undertake extra duties as requested.
6. You will exercise proper care and attention when operating any equipment in accordance with the provisions of health and safety legislation.
7. You will maintain and follow high health and safety standards for yourself as well as any members of the public.
8. You will document any defects, problems or issues and report on your activities to Halsall Parish Clerk.
9. You will keep an inventory of cleaning supplies and advise the Parish Clerk in advance when new cleaning items or stock is needed.
10. You will comply with all relevant Parish Council policies and procedures.

Person Specification

1. Basic standard of education.
2. The ideal candidate will have previous cleaning experience and knowledge of cleaning supplies and materials.
3. Awareness of safe working practices
4. Reliable and thorough attitude to work.
5. You will be able to see what needs doing and act upon it.

6. Takes pride in a job well done.
7. Able to use cleaning equipment including vacuum cleaners and floor cleaners safely and effectively.
8. Able to use cleaning chemicals safely and effectively.
9. Familiar with building security i.e. locking and unlocking doors and checking windows are closed.
10. You will be independent and able to work with minimal supervision.
11. You will have good time management and organisational skills.
12. You will work professionally, have high integrity, and be completely trustworthy.