



ELLESMERE TOWN COUNCIL

JOB DESCRIPTION

JOB TITLE: CLEANER/CARETAKERS ASSISTANT

ACCOUNTABLE TO: THE CARETAKER

SALARY:

NATURE OF CONTRACT: Permanent.

FULL TIME OR PART TIME: Part Time Minimum of 18 hours per week every other week.

OVERALL RESPONSIBILITIES:

The cleaner/caretakers assistant role will be responsible for the cleanliness of Ellesmere Town hall and surroundings and to assist the caretaker in providing a high level of service to our Town Hall customers by assisting with arranging the rooms and furniture and equipment for all bookings for the Town Hall.

MAIN DUTIES: To be responsible for the cleanliness of the Town Hall and surroundings and help the Caretakers arrange the rooms for hire.

Assist the Caretakers in laying out tables and chairs for room hire.

Vacuum all carpeted areas.

Sweep and mop all floors.

Place all wastepaper in sacks and skips provided.

Thoroughly clean out all lavatory basins and pans.

Thoroughly clean taps, mirrors and sanitary fittings.

Wash and dry polish toilet seats.

Clean all bright fittings.

Disinfect all lavatory fittings.

Ensure that soap and toilet roll and hand towels are replenished as required.

Clean all worktops in the kitchen.

Clean the oven and fridge as required.

Assist Caretaker in clean the bus shelter.

Sweep outside steps.

Polish all brass fittings normally kept polished.

Dust blinds as required.

Remove finger marks from doors as required.

Clean glazing to pictures and cabinets as required.

Clean glazing to doors, windows and fixed screens and required.

Regularly clean waste receptacles inside and out.

Opening, closing and security of Ellesmere Town Hall as required.

Keep outside grounds tidy.

Generally, leave the premises clean and tidy.