

Quorn Parish Council



JOB DESCRIPTION

Cleaning Assistant

Responsible to: Grounds and Facilities Officer

Quorn Parish Council are looking to recruit two part time cleaning assistants, to ensure that the property owned by the parish council is cleaned to a high standard. This includes the village hall, the old school hall, parish offices and public toilets.

Responsible for:

- All basic cleaning in and around community buildings and offices.
- Cleanliness of high contact areas to meet Covid 19 Guidelines.
- Cleanliness of work surfaces, taps and sinks, sweeping, mopping, emptying bins, vacuuming, dusting, wiping down equipment including fridges.
- Cleanliness of toilet blocks, including restocking dispensers, emptying bins, cleaning and sanitising fixtures, cleaning mirrors, sweeping and mopping tile floors, and cleaning toilets and urinals.
- To liaise with the Grounds and Facilities Officer and administrative staff as appropriate, including attendance at staff meetings to ensure that the Council's buildings are clean and available for use in respect of all lettings and other use requirements.
- Reporting necessary cleaning equipment and supplies.
- Monitors and maintains sanitation of assigned areas.
- Assists other departments when needed.
- To adhere at all times to the policies and instructions of the Council.
- Performs additional duties as needed.

As this is a new post within Quorn Parish Council, working hours will initially be based on 10 hours per week on a zero hours contract, with a view to being made permanent part time once a trial period has been completed. Additional hours are likely to be required to help stay in line with Covid 19 guidelines. A rota will be worked to which will include weekend/evening/early morning work due to the operating hours of the premises.

Qualifications / Skills:

- Excellent communication and organisational skills
- Physically able to cope with the manual nature of cleaning work
- Highly responsible & reliable
- Ability to work cohesively as part of a team and alone

Education and experience requirements:

- Previous cleaning experience a bonus
- To recognise and be aware of the requirements of the Health and Safety at Work Act, including COSHH regulations.
- An understanding of working with hazardous substances

Please send all applications to David Longford at propertyservices@quorndon.org.uk

Call 01509 458281 for more details.

Applications *must* include an application form completed in full, NO CV's.

Application deadline 5pm on 24th July 2020. With interviews to take place over the following 2 weeks