

TAVISTOCK TOWN COUNCIL

PERSON SPECIFICATION

Job Title: Cleaner/Caretaker

QUALIFICATIONS/ KNOWLEDGE & SKILLS/EXPERIENCE	ESSENTIAL	DESIRABLE
Qualifications		
1. Minimum of 3 GCSEs (or equivalent) including Maths and English Language	No	Yes
2. Evidence of successful delivery of cleaning and caretaking responsibilities at an appropriate level	Yes	No
Knowledge and Skills		
1. Ability to work in a team	Yes	No
2. Ability to interpret work instructions, both written and verbal, and implement them	Yes	No
3. Excellent communication and customer care skills	Yes	No
4. Knowledge of basic administrative processes	No	Yes
5. Knowledge of Health & Safety practices relevant to work environments, public buildings and places	Yes	No
6. IT skills commensurate with the post	No	Yes
7. Ability to deal with confidential and sensitive information with tact and discretion	Yes	No
8. Ability to work within recognised procedures and respond to unexpected problems and situations	Yes	No
9. Understanding of basic COSHH and manual handling requirements	Yes	No
Experience		

1. Minor property maintenance experience	Yes	No
2. Minimum of 2 years cleaning experience and knowledge of the related methods and practices in accordance with standards set by a supervisor and/or cleaning specification	Yes	No
3. General ground maintenance experience	No	Yes
4. Event support, including bar experience	No	Yes
Additional Requirements		
1. Be physically capable of undertaking necessary duties	Yes	No
Other		
1. A willingness to undertake training, as necessary	Yes	No
2. Ability to work outside normal hours when required re: job description duties pertaining to events and other Council activities	Yes	No
3. A good attendance record in current employment, (not including absences resulting from disability)	Yes	No