

**TAVISTOCK TOWN COUNCIL
ROLE PROFILE**

POST – CLEANER/CARETAKER

GRADE: 1
REPORTS TO: Market Reeve/Town Hall & Events Manager

MAIN PURPOSE OF THE JOB

In accordance with instructions and agreed procedures to assist with and provide high standards of cleanliness throughout the Town Council venues. The position of Cleaner/Caretaker consists of keeping buildings in clean and orderly conditions and performing substantial cleaning duties such as public conveniences, window cleaning and rubbish removal as well as performing routine maintenance activities/caretaking activities.

To work flexibly over a 37-hour week to meet the demands of the organisation, primarily within the Market Complex and Town Hall.

SUMMARY OF RESPONSIBILITIES & PERSONAL DUTIES

1. To clean efficiently high traffic areas such as public toilets, commercial kitchens and outside areas alongside undertaking general cleaning duties and keeping designated areas tidy
2. To perform venue deep cleans of surfaces, fixtures and fittings
3. Follow procedures, standard cleaning practices and be proficient in the use of cleaning products (COSHH) and associated equipment e.g. industrial floor cleaners including maintaining equipment and machinery in safe and working condition
4. Monitor and attend to the refuse and recycling areas
5. Undertake caretaking duties which include basic building security and safety
6. Service and clean equipment and appliances
7. Undertake manual handling activities such as the erection of marquees, operation of recycling machinery
8. Undertake all aspects of the manual set up and dismantling of events for the Pannier Market, Town Hall and Butchers' Hall
9. Monitor and maintain required levels of cleaning stock supplies
10. To carry out minor property and ground maintenance duties e.g. redecoration works/weeding
11. To deal with public enquiries within a customer facing environment
12. To comply with council policies and the applicable legislative requirements of health, safety and welfare ensuring good practice standards at all times.
13. To undertake such training as appropriate to the duties of the post
14. To assist with the delivery of events or initiatives promoted or supported by the Council and related activities.

15. To undertake such other duties as may be deemed necessary and are commensurate with the grading of the post

NOTE where lists are included these are indicative of the duties associated with the role and should not be treated as exhaustive.