



# SEAHAM TOWN COUNCIL

## CLEANER – TOWN HALL

### JOB DESCRIPTION

1. **JOB TITLE:** Cleaner – Town Hall (part-time 11.5 hrs per week)
2. **GRADE:** SCP 10
3. **LOCATION:** Seaham Town Hall, Stockton Road, Seaham and such other locations as directed.
4. **RESPONSIBLE TO:** Town Clerk, Deputy Town Clerk, Finance Officer, Senior Clerical Assistant.
5. **KEY RESPONSIBILITIES:**
  - To provide a high class cleaning service to the public and working areas within the Town Hall.
  - Serving refreshments at meetings.
  - Attending to the letting of premises to outside groups.
  - Providing catering services at civic, twinning and other receptions at various locations.
  - Using such cleaning equipment, ancillary tools and materials as are required.
6. **OTHER DUTIES AND RESPONSIBILITIES:**

The following list is typical of the range of duties and responsibilities which the postholder is expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be expected from time to time.

  - To provide high class cleaning services which involves vacuuming; sweeping and mopping all floors; dusting and polishing tables, furniture, chairs, fittings and mirrors; cleaning paintwork, toilets and hand basins, cleaning windows, blinds and other surfaces.
  - Cleaning kitchen areas including washing cups and other equipment including fridges, toaster and microwave.
  - Regularly check stock of cleaning materials and to requisition monthly cleaning material requirements for ordering.
  - Taking home towels and tea towels to wash.
  - Watering plants.

- Setting up areas with tables and chairs and storing such items away.
- Serving tea and coffee at meetings and attending to washing up of items afterwards.
- Acting as a security key holder, locking all doors and windows, securing shutters and putting on alarms.
- Attending to the letting of Council premises to outside groups such as weight watchers etc.
- Attending external venues to provide catering and refreshment services for civic, twinning and other receptions including training and supervising staff at such functions.
- The postholder is expected to have a flexible approach to actual working hours as and when required.
- To report items needing repair, replacement or attention to a relevant member of staff.
- To undertake such other reasonable duties of an equivalent nature as the Council may require from time to time.

**Period of Notice**

One month's notice is required by either side in connection with the termination of this post.

**Additional Terms and Conditions Applicable to all Posts**

The additional Terms and Conditions in Appendix A, a copy of which is attached, also apply to this post.



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## APPENDIX A

This Appendix contains additional terms and conditions which are incorporated within the Job Descriptions of all employees of Seaham Town Council.

- (a) In the interests of health and safety an employee who is pregnant is required to notify their employer in writing as soon as practicable in order to ensure their personal welfare requirements.
- (b) Holidays must be applied for in writing. They will only be granted on a first come/first served basis. The employer reserves the right to refuse applications, which are detrimental to the operational needs of the organisation.
- (c) No employee, irrespective of the circumstances, will be entitled to carry forward holidays into the next holiday period.
- (d) The terms of the Collective Agreement entered into by Unison and the General Municipal and Boiler Makers Unions in July, 2002 are binding on, are incorporated within and are to be read and construed as part of the terms and conditions of contract of each employee.
- (e) Employees should familiarise themselves with and agree to comply with existing policy and procedural documents of the Council including -
  - The Council's health and safety policy;
  - The Council's disciplinary procedure
  - The Council's grievance procedure
  - The Collective Agreement entered into by both Unison and the General and Municipal Boiler Makers Unions in July, 2002.

A booklet incorporating all of these policies and procedures is available for perusal and may be viewed during office hours in either the Town Clerk's or Parks Departments.

- (f) Where protective clothing or corporate wear is provided employees must wear and use such clothing in appropriate and relevant situations in the interests of their personal safety, health and welfare.
- (g) The Council operates a closedown policy of their operations between Christmas and the New Year. This is done as an efficiency saving on utility costs. Each employee is required, from their annual leave entitlement, to utilise the equivalent working days (usually 2.5) during this period as part of their annual leave entitlement.