



<b>Title</b> <b>Part time Cleaner/Caretaker</b>	<b>Department</b> <b>Children, Families and Young People</b>	<b>Post Ref.</b> <b>Grade 1</b>
<b>Job Purpose</b> To provide an efficient and effective cleaning service for designated establishments		
<b>Key Responsibilities</b>  1. The cleaning of the premises and maintaining a high standard of hygiene including maintaining floor surfaces in accordance with the requirements of the Authority 2. Laundry and bed making duties, usually on arrival and change over days, including occasional weekends. 3. Maintain and keep tidy the grounds, ie weeding, trimming back, including cottage garden 4. Cleaning of cottage on for arrivals or change over days. 5. The security of the premises, together with its contents (including operation of fire alarms, and key holder responsibilities) and in case of emergency eg intruders, fire, floods, failure of water supplies, heating failure etc, to attend from home within 20/30 minutes if required 6. Ensuring that all the exterior hard-surface areas are kept in a clean and tidy condition - including emptying of litter baskets, the cleaning of drains, gulley's as required, the salting, de-icing of hard surface areas during the winter months and moving snow to ensure access to the premises 7. Porterage duties when required and additional duties appropriate to the function and nature of the post	<b>Key Accountabilities</b>  1. Accountable for personal health and safety, NCC Health and Safety procedures to the followed at all times, (eg.)COSHH/Risk assessment, colour coded and following manufacturers recommended instructions at all times) 2. Accountable for efficient personal time keeping, working to set/agreed work standards and high standards of customer care	
<b>The post holder will perform any duty or task that is appropriate for the role described</b>		

<b>Person Specification</b>	
<b>Education and Knowledge</b>  1. No specific qualifications, but an availability to understand on site basic training in cleaning/catering/caretaking techniques and basic food hygiene	<b>Personal skills and general competencies</b>  2. Puts into practice the Council's commitment to excellent customer care.  3. Works efficiently and effectively and actively looks for ways of improving services and outcomes for customers.  4. Works well with colleagues but also able to work on their own initiative.  5. Shares the Council's commitment to providing a safe environment for customers and staff and also treating all with respect and consideration
<b>Experience</b>  6. Previous cleaning and caretaking experience 7. Organised approach to work 8. Ability to motivate other 9. Willingness to undertake training 10. Ability to get on with and understand the needs of the customers 11. Ability to work as a team. Enjoys working with children and is outgoing and friendly. Ability to work under pressure, to tight time scales and without supervision 12. Strong commitment to the job, regular time keeper, alert and able to react in case of an emergency. Live 30 minutes from centre	
<b>Role Dimensions</b>  13. The cleaner/caretaker St Michaels will be responsible for general cleaning of St Micheals and the cottage including security of the premises and its contents, minor DIY repairs, with occasional catering cover (in the absence of the caterer), other duties arising from the use of premises. The post holder may also contribute to caretaking, cleaning and catering at Hagg Farm.  <div style="text-align: right;"><i>Please attach a structure chart</i></div>	

Date 20.7.17