

## JOB PROFILE

<b>Directorate:</b>	Finance, Governance and Contracts
<b>Service Area:</b>	Town Hall
<b>Job Title:</b>	Cleaner
<b>Grade:</b>	A
<b>Post Number:</b>	W140
<b>Base/Location:</b>	Charnwood Borough Council Offices
<b>Responsible To:</b>	Front of House Manager
<b>Responsible For:</b>	N/A
<b>Key Relationships/ Liaison with:</b>	N/A

### Job Purpose

- To provide a cleaning service at Loughborough Town Hall.
- Delivery of an effective and appropriate service to all service users, fairly and without discrimination.

### Main Duties and Responsibilities

1.	Provide a cleaning service in the function rooms and backstage areas of Loughborough Town Hall.
2.	Provide a cleaning service in the function rooms and backstage areas of Loughborough Town Hall.
3.	Operate cleaning equipment as required, and in accordance with health and safety requirements
4.	Operate a safe system of working.
5.	Delivery of an effective and appropriate service to all service users, fairly and without discrimination.
6.	As a term of your employment you can be required to undertake such other duties commensurate with your grade, and/or hours of work, as may reasonably be required of you at your initial place of work or at any other of the Authority's establishments.
7.	The postholder will be required to undertake such other duties commensurate with the grade, and / or hours of work, as may be reasonably be required.
8.	Responsible for protecting and managing information securely, and reporting breaches or suspected information security breaches, in line with Council policies.

The nature of the work may involve the jobholder carrying out work outside of normal

working hours.

**This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.**

**Charnwood Borough Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.**

**Prepared by:** Town Hall Manager

**Date:** June 2025

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	Essential	Desirable
<b><u>Qualifications</u></b>		
GCSE pass in English and Maths.		✓
<b>Or</b>		
Demonstrable experience identified within the section below.	✓	
<b><u>Experience</u></b>		
3 year's workplace cleaning experience.	✓	
Experience of cleaning a public venue.		✓
<b><u>Skills / Knowledge</u></b>		
The ability to converse at ease with customers and provide advice in understandable spoken English is a requirement of the post.	✓	
Understanding of H&S (COSHH)	✓	
Good time management skills.	✓	
Experience in stock keeping.		✓
Customer care training.		✓
<b><u>Interpersonal Skills</u></b>		
Excellent communication skills.	✓	
<b><u>Other requirements</u></b>		
Able to be flexible within the contracted hours to include evening and weekend shifts.	✓	

	Essential	Desirable
An understand of, and commitment to equal opportunities, and the ability to apply this to all situations.	✓	
Must be able to perform all the duties and tasks of the job with reasonable adjustments, where appropriate, in accordance with the provisions of the Equality Act 2010.	✓	
<b>Prepared by:</b> Town Hall Manager		
<b>Date:</b> June 2025		