



Job Description

Job title	Cleaner	Hours	10 hours per week
Department	Arts and Cultural Services	Salary	SK2 - £12.60 per hour (pro rata £24,312 per annum)
Location	Stamford Arts Centre	Contract	Permanent

Main Job Purpose

To undertake general cleaning duties for day-to-day events and functions.

Week 1: Monday to Friday

Week 2: Monday, Tuesday, Thursday, Friday, and Saturday

6.30am – 8.30am (times are flexible)

This role is not politically restricted

Main Statement of Responsibilities

- Ensure that the Arts Centre is cleaned to a high standard.
- Daily cleaning of the Arts Centre to include vacuuming, mopping floors, dusting and polishing as required.
- Cleaning of washbasins and toilets in public areas. Internal windows, doors, kitchens, staff areas and offices. Theatre, function rooms etc as required. Emptying Bins and sorting out Recycling
- To ensure the safe and effective operation of the arts centers and the efficient use of facilities.
- To open and close the building if necessary, ensuring the well-being of occupants.
- Set out rooms as necessary & clear away and tidy rooms after events.
- Clear up after events and prepare the building for future use.

Core values

Our vision is to “be the best district in which to live, work, and visit.” To achieve this promise, we are building an organisation with a strong internal culture. Our values determine how we behave and deliver services to our residents and businesses and how we interact with each other, and we believe that our values are just as important as skills.

They focus attention on six areas:

Trust

- We act with credibility, professionalism and integrity in all that we do.
- An important guiding principle in the Council’s operations and decision-making process, Trust is found in all relationships; from colleagues, Members and building our resident’s trust.

Empowerment

- Committed to creating an environment where colleagues are encouraged and supported to take initiative.



- A culture of collaboration and teamwork where everyone is encouraged to share ideas, contribute and work together.

Accountability

- Taking responsibility for our actions and operating in a transparent manner.
- Being responsible for our own performance.

Making a Difference

- Addressing the complex challenges we face with innovative solutions.
- Driven by a purpose to create a positive impact and improve the lives of residents and the community of South Kesteven.

Supportive to All

- Putting residents at the heart of everything we do.
- Being an inclusive Council that values and celebrates diversity.

Kindness

- Empathy and understanding of others.
- Treating everyone with respect.



Flexibility

Some flexibility in the working hours will be required from time to time. This job description is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to duties which may have to be varied (after discussion with the post holder) subject to the changing needs of the organisation.

Person Specification

Relevant Experience, Skills and Knowledge

Essential

- Able to undertake manual handling of furniture and equipment
- Ability to respond to call out within specified time period
- Previous experience in a customer orientated environment
- Flexibility in terms of hours and duties
- Good IT skills

Desirable

- Knowledge of health and safety legislation and guidance
- Previous experience of work in a similar role



- Awareness of evacuation procedures in a customer-oriented organisation

Relevant Qualifications

Essential

- Current full driving license or the ability to make suitable travel arrangements
- Become a Qualified First Aider and Fire Marshall

Desirable

- Willingness to undertake further training

Communication and Interpersonal Skills

Essential

- Effective communication skills
- Good Interpersonal skills
- Effective customer care skills
- Effective organisational skills
- Ability to work on own initiative