

Market Cleaner

Job Description and Person Specification

Directorate:	Communities	Service:	Fleetwood Market
Responsible to:	Senior Market Supervisor	Responsible for:	
Grade:	1		
Location:	Fleetwood Market		
Job Purpose:			
To maintain a clean, safe and healthy working environment throughout Fleetwood Market.			

Key Tasks & Responsibilities:
<p><u>Market Area – Market Days (Tuesday, Thursday, Friday and Saturday)</u></p> <ul style="list-style-type: none"> • Clean and disinfect toilets. Clean wash hand basins and mop floors, clean marks from partitions. • Wipe window ledges, doors & door frames, skirting boards & lights fittings. • Scissor mop floors, passageways and doorway areas indoors. Mop all accessible floor areas & stall edges. • Collect rubbish and take to the outside compactor. Clean & sweep outdoor market. Operate mechanical sweep as required. • Flexible approach to working hours, you will be expected to cover the Markets day cleaner when they have leave or sickness. <p><u>Office Areas – Weekly</u></p> <ul style="list-style-type: none"> • Polish desks & tables. • Wipe window ledges, doors & door frames, skirting boards, radiator pipes & light switches.

- Dust filing cabinets, bookcases & other surfaces – dust telephones.
- Vacuum floors.
- Change bin liners.

Corporate Responsibilities:

The postholder will be expected:-

- To adopt a flexible approach to changing patterns of work and undertake such other duties as are consistent with the job purpose and grade of post.
- To promote best practice in meeting the requirements of Health and Safety legislation and Council policy, and comply with other relevant statutory legislation.
- To carry out duties in accordance with the Council's policy on equality and diversity.
- To accept that everyone has a right to their distinct identity, treating everyone with dignity and respect and ensuring that what our customers tell us is valued by reporting it back into the organisation.
- To provide quality services that are what our customers want and need, giving customers the opportunity to comment or complain if they need to, working with them to identify what needs to be done to meet their needs and informing managers about what customers say in relation to the services delivered.
- To develop oneself and others making every effort to access development opportunities and contribute effectively by participating in the Council's performance management scheme.
- To be responsible for Data Quality.
- To demonstrate a high standard of probity in the use of council resources and where a nominated budget holder manage spending within available resources.
- To support the delivery of the Council's Climate Change Strategy and Action Plans to achieve net zero in 2050.

QUALIFICATIONS	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
NVQ Level 1 in cleaning and Support Services	Desirable	Application/Interview

SKILLS	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
Cleaning of floor surfaces, furniture, fixtures and fittings, sanitary fixtures and fittings and vertical surfaces	Essential	Application/Interview
Ability to deal with colleagues at all levels and work as part of a team	Essential	Application/Interview

Knowledge of appropriate use of cleaning appliances and materials	Desirable	Application/Interview
Knowledge of health and safety aspects of cleaning	Desirable	Application/Interview
First Aid	Desirable	Application/Interview
Ability to deal with members of the public	Desirable	Application/Interview
Knowledge of safe manual handling skills	Desirable	Application/Interview

EXPERIENCE	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
Experience of general cleaning work in an office, shop or domestic environment	Essential	Application/Interview

ADDITIONAL REQUIREMENTS	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
Required to gain an understanding of a limited number of routine procedures that could be gained through a short induction period or on the job training or instruction	Essential	Application/Interview
Commitment to Health and Safety	Essential	Application/Interview
Demonstrate commitment to equal opportunities together with a clear appreciation of equalities issues	Essential	Application/Interview
Regular and Reliable Service	Essential	Application/Interview
Demonstrate behaviours that support our values	Essential	Application/Interview

**Our Values are key to delivering our vision, plans and strategies.
All Behaviours listed are essential to the post.**



Professional	Innovative	Collaborative	Customer focused
In being professional we...	In being innovative we...	In being collaborative we...	In being customer focused we...
<ul style="list-style-type: none"> • Have pride in how we represent the council • Treat people with respect and consideration • Are conscientious and carry out our work to a high standard • Carry out our work activities in an honest and ethical manner 	<ul style="list-style-type: none"> • Proactively embrace change and learn from our mistakes • Challenge and constructively question existing processes • Make best use of our resources to provide excellent services • Encourage creative thinking with colleagues and peers 	<ul style="list-style-type: none"> • Communicate effectively with colleagues and stakeholders • Develop productive relationships and achieve the best results • Recognise and embrace the knowledge and skills of others. • Embrace the concept of one team one council and all work together 	<ul style="list-style-type: none"> • Strive to provide excellent services • Understand our customers' needs and consider things from their perspective • Effectively communicate and manage expectations • Actively seek ways to maximise customer satisfaction

Special Conditions:

(e.g. Weekend work, shift allowance, car/mileage allowance)

- Overtime is payable at plain time.
- The council operates a strict non-smoking policy.
- Casual car user allowance. Casual Car User's will be paid at the middle band. You will be required to provide your own means of transport.

Prepared by: Emma Street

Date: February 2025

Post Holder Signature:

Date: