



Job Description

Job title	Cleaner (Bourne)	Hours	15 hours (Mon 3.5hrs, Wed 3.5hrs, Fri 3.5hrs, Sat 4.5hrs)
Department	Arts and Cultural Services	Salary	SK3 (pro rata £24,687 per annum)
Location	Bourne Corn Exchange and Customer Access Point	Contract	Permanent

Main Job Purpose

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

To support and assist in the delivery of the programme of events to support the Cultural Strategy.

Proposed working pattern:

Mon, Wed, Fri: 5.30am-9am

Sat: 5.30am-10am

This role is not politically restricted.

Main Statement of Responsibilities

- Ensure that the venue is cleaned to a high standard.
- To ensure the safe and effective operation of the venue and the efficient use of facilities.
- To open and close the building if necessary, ensuring the well-being of occupants.
- Support in setting out rooms as necessary and support in clearing away and tidying rooms after events.
- Ensure consumables are stocked up in toilets and other areas of the venue.
- Ensure cleaning products are safely stored

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

- Ability to carry out domestic cleaning eg hoovering, dusting etc of the theatre, toilets and public areas.
- Ability to ensure the building is safe and secure



- Recent experience of similar domestic cleaning work.

Desirable

- Knowledge of safe practices when cleaning including use of signage PPE, review of data/COSHH files.

Relevant Qualifications

Essential

- Driving Licence, or ability to make alternate travel arrangements
- Willingness to undertake further training where requested by South Kesteven District Council

Communication and Interpersonal Skills

Essential

- Flexibility in terms of hours and duties