
Post Title: Cleaner

Post Hours: 9.5 hours per week

5pm – 7.00pm Monday to Thursday
5pm – 6.30pm Friday

Grade: Scale 1

Responsible to: Cleaner Supervisor

Responsible for: None

Main contact associated with principal duties:

Colleagues throughout the Council

Job Purpose:

To ensure the Council buildings and surrounding areas are clean, hygienic, safe, and welcoming for staff, visitors, and community members.

Control of Resources:

None.

Main duties and responsibilities:

1. Perform daily cleaning tasks including sweeping, mopping, dusting, vacuuming, and polishing floors.
2. Clean offices, meeting rooms, public spaces, toilets, and kitchens to a high standard.
3. Empty bins and ensure waste is disposed of appropriately, including recycling where applicable.
4. Replenish supplies such as soap, paper towels, and toilet paper.
5. Report any maintenance issues, damages, or safety hazards to the Facilities Manager.
6. Ensure cleaning equipment is used and stored correctly and safely.
7. Follow health, safety, and hygiene standards at all times.
8. Undertake occasional deep cleaning tasks as scheduled (e.g., carpets, windows).

Selection Criteria	Essential or Desirable	Assessment Method
Knowledge, skills, abilities and experience		
1. Previous experience in a cleaning role or similar.	Essential	Application Interview
2. Knowledge of safe cleaning methods and use of cleaning equipment.	Essential	Application Interview
3. Ability to work independently and as part of a team and manage time effectively.	Essential	Application Interview
4. Attention to detail and pride in maintaining high standards.	Essential	Application Interview
5. Reliability, punctuality, and a professional approach.	Essential	Application Interview
6. Previous experience working in public buildings or community facilities.	Desirable	Application Interview
7. Awareness of COSHH (Control of Substances Hazardous to Health) regulations.	Desirable	Application Interview
8. Flexibility to work additional hours if required.	Desirable	Application Interview
Special Requirements		
This post is subject to pre-employment and probationary drug and alcohol testing. It will then be part of the ongoing random testing regime for safety critical posts.		

Date: October 2025