CYNGOR SIR *POWYS* COUNTY COUNCIL

JOB DESCRIPTION

Position Title: **Cleaner-in-Charge**

Position Number: **MCC0549**

JE Code: **LES060**

Service: **Catering and Cleaning**

Location/Work Base: **Sylfaen Day Centre, Llanidloes**

(this is a place based worker position and therefore the post holder will be required to work from a specific base, as identified)

Grade: **Grade 2**
Point 3
£25,614 per annum pro rata
£13.27 per hour

Powys County Council currently applies a discretionary real living Wage supplement to all employees earning less than £13.45 per hour.

Contracted hours: **6 hours, Permanent**

Reporting to: **Cleaning Coordinator**

Responsible for:

Summary

About the role:
You will be responsible for the general cleaning of various Powys buildings, including vacuuming, mopping, cleaning furniture and work surfaces.

About you:
A good team player
Will need to be flexible in their approach to work
Ability to work alone when required
Excellent communication skills

What you will do:
Cleaning schools and buildings
Ensuring the establishment is secured

If you have any questions about the role, please contact:
Fiona Preece
Area Operational Supervisor Mid/North
01597 826531
07786 276713

Your responsibilities will be:

1. To provide a front line service in line with Powys Council policies and procedures

2. Responsible for the day to day opening or closing and security of the establishment

3. To be a key holder for responding to arranged opening – closing for contractors

4. Responsible for cleaning a given area to the required specification by efficient use of the labour available.

5. Cleaning of floor areas by the means of vacuuming, machine polishing, machine scrubbing, wet/dry sweeping/mopping
   Cleaning of furniture, appliances, sinks and work surfaces, skirting's, ledges and sills
   Cleaning of toilet areas, w.c. pans, urinals, hand basins, mirrors and dispensers
   Removing of dirty marks from walls, doors and internal windows up to head height
   Removing of cobwebs and dust up to 2.2m

6. Replenishing toilet tissue, hand towels, soap as required
   Emptying of recycling / waste bins (following local arrangements for recycling) and cleaning of these bins, replenishing litter bin bags
   Removing any recycling / waste to the refuse compound and storing correctly ready for collection Assisting with moving of furniture as requested

7. Ensure the premises are locked to the times specified on a daily basis
   Assist with ensuring the premises are locked and unlocked to the times requested outside the operational day for contractors.
   Ensure the premises are left secure with windows, doors locked and alarms set

8. Completing on site documentation as required
   Completing all necessary paperwork and sending to the office as required
   Recess cleaning of: walls, floors, internal windows and doors, furniture, fittings, window ledges and work surfaces

9. Ensure a good standard of work by:
   a. reporting damaged/broken items to Head of establishment and Cleaning Mobile Support
   b. reporting blocked drains to Head of establishment and Cleaning Mobile Support
   c. reporting damaged windows to Head of establishment and Cleaning Mobile Support
   d. observing and adhering to health and safety
   e. following procedures for correct use of chemicals

f. ensure a safe working environment

DBS:

There is no DBS check requirement for this position.

Health and Safety Statement:

To co-operate with their employer and follow health and safety advise and instructions.

Equalities Statement:

To abide by the principles and practice of equality of opportunity as laid down in the Council's Equal Opportunities Policy.

Welsh Language Requirement:

Welsh language skills are desirable.

NOTE;

Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the Manager from time to time, up to or at a level consistent with the 'Principal Responsibilities of the Job'.

PERSONAL SPECIFICATION

Do you think you're the right person for the role? Then, demonstrate you meet the following criteria in your application.

Experience

Essential

- Experience in cleaning

Desirable

- Experience in security of buildings
- Experience in the use of cleaning equipment
- Experience of following works schedules

Knowledge

Essential

- Understanding of contamination
- Understanding of Health and Safety

Desirable

- Understanding of chemicals, usage and storage

Qualifications and Training

Essential

- Ability to complete in-house training on machinery and chemicals

Personal Qualities

Essential

- Good communication and interpersonal skills
- Good timekeeper

Skills

Essential

- Ability to complete all necessary paperwork
- Ability to undertake relative training, work alone or as part of a team

Desirable

- Good verbal and written skills

Other Requirements

Essential

- Ability to secure the establishment.

Desirable

- Flexible working times

Recruiting manager: Meganne Watkins

30/04/2014

Our values:

Professional
Whatever role we play in the council, we act with professionalism and integrity

Positive
We take a positive attitude in all we do

Progressive
We take a proactive and responsible approach to planning for the future

Open
We keep each other informed, share knowledge and act with honesty and integrity

Collaborative
We work constructively and willingly on joint initiatives

How to apply

You will need to complete the online application, it's simple, just follow the process step by step.

Top tips:

- Read the Job Description and Person Specification carefully and evidence that you meet all of the essential criteria in your supporting statement.
- Sell yourself and where possible give examples
- List your qualifications that are relevant for the position, as detailed in the person specification.
- Ensure one of your referees is from your most recent employer or if this is your first job why not ask a school teacher or tutor, just ensure you know them at a professional level.
- Be honest Tell us about any gaps in your employment history
- Complete the application in full

Next steps

The closing date for applications is 22/11/2026.
Once submitted we will email you to let you know we've received your application.
We will be shortlisting the applications on 27/11/2026. We will email you either way if you have been successful. So, keep an eye out in your inbox!

The interviews will take place on 04/12/2026.

We wish you luck with your application.