



## **MINEHEAD TOWN COUNCIL**

### **AMENITIES TEAM – CLEANER/GENERAL OPERATIVE**

<b>SALARY:</b>	<b>LC1 5-6 £19,312 - £19,698 pro rata</b>
<b>TERMS &amp; CONDITIONS</b>	<b>NJC for Local Government Services</b>
<b>HOURS</b>	<b>20</b>
<b>RESPONSIBLE TO</b>	<b>Town Clerk</b>
<b>MAIN PLACE OF WORK</b>	<b>Brunel Way Depot, Mart Road, Minehead</b>

#### **JOB PURPOSE:-**

The Town Council is looking to recruit two cleaners/general operatives in a job-share role to provide 7 days a week cover, inclusive of weekends and Bank Holidays. You will be required to provide cleaning and maintenance cover for toilets located at Quay West, Blenheim Gardens, Warren Road, Summerland Car Park and Irnham Road Recreation Ground.

The role involves keeping our facilities free from litter and ensuring that the toilets are kept clean, as well some general grounds maintenance works and assistance with setting up events run by the Town Council.

The post holder will need to be able to adhere to all current and future Health and Safety requirements that are required to safely carry out the role.

#### **JOB RESPONSIBILITIES:-**

1. To ensure that all toilet cubicles (toilet seats, pans, urinals and basins) are clean and fit for use. This includes making sure that walls, mirrors, floors and shelves are clean and clear of litter, toilet rolls in place, unblocking toilets, removing graffiti etc.

2. Ensuring that adequate supplies of consumables, such as soap and toilet rolls, are available.
3. To use any cleaning materials and protective clothing and equipment whenever the nature of the work requires them and, in the manner, and for the purpose for which they were manufactured.
4. Dealing with and reporting faults to the Amenities Team Manager where required.
5. Locking and unlocking toilets.
6. Undertake duties associated with the upkeep of Council buildings, including cleaning, repair, and painting.
7. Assistance with the maintenance of recreation grounds and amenity areas.
8. Undertake duties associated with decorating the town during seasonal events.
9. To undertake litter and dog waste collection on Council land.
10. Assisting with setting up events run by the Town Council.
11. To carry out such other duties and responsibilities as may be required commensurate with the duties and responsibilities of the post.

## **PERSON SPECIFICATION**

The successful applicant should be able to demonstrate the following qualifications, skills and experience necessary to meet the requirements of the role.

### **Essential**

- Friendly, approachable, and professional at all times while representing the town council.
- Ability to work as part of a small team and to perform designated tasks safely, accurately, and efficiently.
- Ability to demonstrate pride in your work and in keeping community facilities to a high standard of cleanliness.
- Ability to work under pressure and demonstrate commitment to getting a job done.
- An ability to always maintain a safe work environment.
- Availability to work regular weekends and bank holidays as part of a rota.

- Excellent time-keeping.
- Full UK driver's licence.

Desirable

- Previous experience of public convenience cleaning and maintenance preferred.