



Coleford Town Council

Job Description / Person Specification.

Job Title: Cleaner.

- Be flexible to changing demands of the post
- Take pride in a job well done, committed to achieving high standards of cleanliness and hygiene
- Is punctual and reliable
- Willing to undertake any training relevant to the role
- Trustworthy, maintaining confidentiality at all times in respect of Council related matters and to prevent disclosure of confidential and sensitive information
- Ability to manage time effectively
- Initiative and the ability to work without supervision.

Main Duties & Responsibilities:

- To ensure that a high level of cleanliness is maintained throughout all the Council premises.
- To ensure standards and procedures are adhered to.
- To use cleaning materials appropriately, as instructed and economically; to inform the Clerk when stocks are low.
- To ensure that tools and equipment are in good working order, reporting any faults to the Clerk
- To undertake a deep clean of each premises annually
- To ensure windows and doors are closed, lights switched off and alarms set.
- Report to the Clerk any defects seen which are likely to affect security i.e. broken/cracked window etc.
- To be able to use electrical and mechanical equipment, floor polishers etc. after appropriate training.
- To only use approved cleaning materials and in accordance with manufacturers printed instructions and COSHH regulations. Chemicals should never be mixed with other chemicals.
- To be aware of their responsibilities for Health & Safety of themselves and others.
- To do any other duties of a temporary nature which may be required.



Coleford Town Council

Coleford Town Council Offices (2 hours per week)

To clean all the rooms in the Town Council Offices on a weekly basis.
(excluding storage rooms)

Carpeted floors must be hoovered

Tiled floors must be washed with mop & bucket

Kitchen sink & draining board to be cleaned & bleached

Toilets & hand basins must be cleaned

All surface areas must be dusted and marks if any removed

Skirting boards & frames to be dusted

Hand towel dispensers & loo rolls to be refilled when necessary

Electrical equipment e.g. computers & telephones to be dusted & cleaned with appropriate cleaner

Empty & clean bins, remove waste to designated area, separate the waste, i.e. recycling.

Tea towels to be laundered on a weekly basis

No4 Lords Hill Community Rooms & Tourist Information Centre (2 Hours per week)

To clean the community rooms & Tourist Information Centre on a weekly basis.

Carpeted floors must be hoovered

Tiled floors must be washed with mop & bucket

Kitchen sink & draining board to be cleaned & bleached

Stairs must be hoovered

Toilets & hand basins must be cleaned

All surface areas must be dusted and marks if any removed

Skirting boards & frames to be dusted

Hand towel dispensers & loo rolls to be refilled when necessary

Electrical equipment e.g. computers & telephones to be dusted & cleaned with appropriate cleaner

Empty & clean bins, remove waste to designated area, separate the waste, i.e. recycling.



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King George V Pavilion (2 hours per week)

To clean the main hall, kitchen area, changing rooms, toilets and passage ways on a weekly basis

Carpeted floors must be hoovered

All hard floors must be washed with mop & bucket including passage ways

Kitchen sink & draining board to be cleaned & bleached

Toilets, urinals & hand basins must be cleaned

Changing rooms must be cleaned including showers and shower walls

All surface areas must be dusted and marks if any removed

Skirting boards & frames to be dusted

Hand towel dispensers & loo rolls to be refilled when necessary

Empty & clean bins, remove waste to designated area, separate the waste, i.e. recycling

Windows internally & externally on a quarterly basis (individual windows on a 'needs' basis)

Marks on walls should be removed where appropriate

Wash carpets ticks on a ½ yearly basis.

Damage caused must be reported to the Clerk immediately.



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Cleaning Schedule	
Town Council Offices	
Task	Weekly
Hoover all carpeted floors into all corners	X
Wash with mop & bucket all tiled floors including behind doors	X
Kitchen sinks, draining boards & work surfaces to be cleaned & marks removed	X
Wall tiled areas in Kitchen to be cleaned & marks removed where visible	X
Toilets to be cleaned & marks removed inside & outside the bowl, the seats & cistern	X
Hand basins in toilets to be wiped down, marks removed & taps shined	X
Wall tiled areas in toilets to be cleaned & marks removed.	X
Mirrors in toilets to be polished	X
All office work surfaces to be polished & marks removed	X
Electrical equipment including computers, telephones & photocopier cleaned or dusted	X
Skirting boards, door frames window sill & picture frames to be cleaned	X
Outside doors glass should be cleaned on a as needs basis.	X
Tea towels to be laundered	X
Hand towel dispensers & loo rolls to be refilled	X
Empty & clean wipe down bins remove waste to designated area.	
No 4 Lords Hill	
Task	Weekly
Hoover all carpeted floors into all corners	X
Wash with mop & bucket all tiled floors including behind doors	X
Kitchen sinks, draining boards & work surfaces to be cleaned & marks removed	X
Wall tiled areas in Kitchen to be cleaned & marks removed where visible	X
Toilets to be cleaned & marks removed inside & outside the bowl, the seats & cistern	X
Hand basins in toilets to be wiped down, marks removed & taps shined	X
Wall tiled areas in toilets to be cleaned & marks removed.	X
Mirrors in toilets to be polished	X
All office work surfaces to be polished & marks removed	X
Venetian blinds to be cleaned & marks removed	X
Electrical equipment including computers, telephones & photocopier cleaned or dusted	X
Skirting boards, door frames window sill & picture frames to be cleaned	X
Outside doors glass should be cleaned on a as needs basis.	X
Tea towels to be laundered	X
Hand towel dispensers & loo rolls to be refilled	X
Empty & clean wipe down bins remove waste to designated area.	X
King George V Pavilion	
Task	Weekly
Hoover all carpeted floors into all corners	X
Wash with mop & bucket all hard floors including behind doors	X
Kitchen sink, draining boards & work surfaces to be cleaned & marks removed	X
Wall tiled areas in kitchen to be cleaned & marks removed where visible	X
Toilets to be cleaned & marks removed inside & outside the bowl, the seats & cistern	X



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Urinal to be cleaned into all corners	X
Hand basins in toilets to be wiped down, marks removed & taps shined	X
Wall tiled areas in toilets to be cleaned & marks removed.	X
Mirrors in toilets to be polished	X
Skirting boards, door frames window sill & picture frames to be cleaned	X
Windows to be cleaned on a as needs basis.	X
Hand towel dispensers & loo rolls to be refilled	X
Empty & clean wipe down bins remove waste to designated area.	X
Marks on walls to be removed	X
Carpet tiles to be washed ona 6 monthly basis	1/2 yearly