



## **Tisbury Parish Council – Job Description**

<b>Job Title:</b>	<b>Toilet Cleaner</b>	<b>Grade</b>	<b>SCP 10: £27,694 pro rata (£14.35 per hour)</b>
<b>Annual Leave</b>	<b>23 days per annum pro rata</b>	<b>Hours Per Week</b>	<b>7 - Monday - Sunday (Except Christmas Day/Boxing Day/New Year's Day)</b>
<b>Reporting To:</b>	<b>Parish Clerk</b>	<b>Working Hours</b>	<b>To be agreed</b>

### **Main Purpose of Role:**

To carry out the cleaning of the public toilet block at the Nadder Close Car Park ensuring they are consistently maintained to high standard of cleanliness.

### **Key Tasks:**

1. Unlock and lock the toilets daily ensuring that all windows and doors are secured at the end of each day.
2. Maintain a consistently high standard of sanitary cleanliness in all areas of the public toilets.
3. To ensure that all toilet cubicles (toilets seats, pans, urinals, basins and door furniture) are clean and fit for use. This includes ensuring that walls, mirrors, floors and shelves are clean and clear of litter, toilet rolls in place, toilets are unblocked, graffiti removed.
4. Check that hand driers are working and toilet paper and soap dispensers are well-stocked.
5. Provide safe handling and storage of all cleaning materials and keep the storage room and access tidy.
6. Carry out minor work such as dealing with minor sink and toilet blockages where possible and where necessary to close cubicles with "Out of Order" signs.
7. Report any faults, defects or other issues to the Parish Clerk.
8. Be familiar with and observe the Council's Health and Safety and Lone Worker policies.
9. Use any cleaning materials and protective clothing and equipment whenever the nature of the work requires them.
10. Ensure that appropriate steps are taken to preserve the health and safety of oneself, customers, members of the public and other staff. This includes ensuring that warning signs are placed in clearly visible locations, when appropriate.
11. Report all accidents, incidents and injuries to any persons in the toilets, no matter how minor.
12. Work within the supplied risk assessments, policies and procedures and complete any necessary documentation when required.
13. Take routine responsibility for stock and stores ordering advising the Parish Clerk of materials and equipment to be ordered.

14. To attend any training as necessary.
15. Such other tasks as may from time to time be reasonably required by the Parish Clerk in the performance of the duties set out in this Job Description.

### **Equipment and Training**

The Parish Council will supply equipment as necessary, including any personal protective equipment and ensure health and safety requirements are met. The Parish Council will provide tools as required. All appropriate training will be provided.

### **TISBURY PARISH COUNCIL TOILET CLEANER – PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
<b>Knowledge, Skills &amp; Experience</b>		
Able to work evenings and weekends	Yes	
Experience of cleaning similar premises		Yes
Physically able to carry out the manual duties required with no medical conditions which may pose a threat to their safety when working alone on site.	Yes	
Knowledge of Health & Safety requirements and safe working practices; including following risk assessments and method statements.		Yes
Ability to work without direct supervision	Yes	
Ability to deal with people, including the public and work colleagues in a professional, friendly and helpful manner	Yes	
Honest, reliable and trustworthy	Yes	