



CAMBOURNE TOWN COUNCIL

District of South Cambridgeshire

Cleaner

JOB TITLE;	CLEANER
RESPONSIBLE TO:	Caretaker
RESPONSIBLE FOR:	Designated Volunteers
PURPOSE OF POST:	To maintain and Clean the Town Council's property to a high standard of cleanliness.
	Note Items in bold below are delegated from the Town Clerk and become part of the role holder's responsibility
OVERALL RESPONSIBILITIES	
1	To notify the Clerk of issues that require the Councils attention preparing necessary reports, relevant to their role. To assist the Clerk with the effective management of all its resources and will report to them as and when required.
2	To assist with the smooth operation of all the functions of the Town Council and to ensure that specific designated areas of work are successfully carried out.
SPECIFIC RESPONSIBILITIES	
3	To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
4	The Cleaner will be responsible for working with the Caretaker and other colleagues, in maintaining and cleaning the sites identified in Appendix A to a high standard by carrying out works as listed in Appendix B.
5	Cleaning the above areas as necessary on a regular basis as directed, ensuring that floors, kitchens and toilets are maintained to a high standard and that the glazed doors and windows are cleaned as required.
6	To act as a secondary key holder for buildings under the ownership of the Town Council. To assist with opening and locking up of the Councils buildings, including setting and disarming alarms. To ensure they are kept in a secure state. This may involve working outside of the normal working day. To liaise with the Bookings Clerk over the time of bookings for the venues.
7	Emptying rubbish bins in the above areas on a regular basis and ensure that the bins are put out for collection as required.

8	Undertaking basic repairs and maintenance (under the direction of the Caretaker), to Town Council capital assets including the Hub, Pavilions, and other buildings that fall under the ownership of the Parish Council.
9	To occasionally set up and put away tables and chairs at the direction of the Finance and Premises Officer, Caretaker or other senior staff.
10	To ensure that the Council's obligations for Risk Assessment are properly met. Ensuring safe practice at all times, particularly in the use of cleaning materials and moving of furniture.
11	To ensure the proper care, security and usage of all the Council's property and equipment.
12	To protect the Council's interests in all matters.
13	Continuing to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council and execution of the role of Cleaner.
14	To attend such training sessions as the Town Council may from time-to-time arrange in connection with these duties and with Health and Safety at work, fire precautions and action etc, Control of substances Hazardous to Health and all appropriate training necessary to carry out your duties.
15	To liaise with the caretaker, in the first instance, on issues requiring maintenance of any building.
16	The Cleaner will be responsible for the proper care and maintenance of all equipment and materials used in exercising the Council's function over which they have control and for informing the Caretaker of any necessary repairs or maintenance which may, from time-to-time, be required.
EQUIPMENT:	
17	The Town Council will be responsible for the provision of all necessary protective clothing to comply with the Health and Safety at Work legislation in force from time to time and it will be the responsibility of the Caretaker to use and maintain such protective clothing and equipment in a proper manner. The Town Council will provide all necessary tools and supplies to allow the Cleaner to undertake their duties. These will be cared for and maintained by the Cleaner in a proper manner at all times and will be used only for the purposes for which they are designed except by prior arrangement.
OTHER DUTIES	
18	Assisting as required at Town Council and other community functions, including - setting up and maintaining road closures and other duties that may be reasonably required. Outside normal working hours
19	To undertake any other appropriate duties as determined from time to time by the Town Clerk to achieve the aims and requirements of the Council including covering other posts in times of absence.
Code of Conduct	
20	The Cleaner will be required to abide by any National Code of Conduct for Local Government Employees that may be adopted by the Council

		and shall at all times act in a manner such as will not bring disrepute or criticism upon the Council.
	21	To conduct yourself in accordance with the Town Council's Equal Opportunities Policy.

Town Council Properties and Land areas:

- Village Greens at:
 - Great Cambourne
 - Lower Cambourne
 - Upper Cambourne

- The play areas and equipment within Cambourne including:
 - Great Cambourne Village Green Play Area
 - Lower Cambourne Village Green Play Area
 - Upper Cambourne Village Green Play Area
 - Eco Park kick about area
 - Great Cambourne Cricket Pitch Play Area
 - Skateboard Park
 - Informal MUGA

- Buildings including their car parks, grass areas and flowerbeds thereon:
 - The Hub Community Centre
 - Cambourne Town Office
 - Sports Pavilion
 - Lower Cambourne Cricket Pavilion
 - Great Cambourne Cricket Pavilion
 - Cambourne Sports Pavilion
 - Bowls Pavilion
 - Blue School
 - Cambourne Youth Building

- Sports Facilities including:
 - 3g ATP
 - Tennis Courts
 - MUGA
 - Bowling Green
 - Sports Pitches
 - Lower Cambourne Cricket Square and their outfield (county standard)
 - Great Cambourne Cricket Square and their outfield (county standard)

- Other Areas
 - Eastern Valley Country Park
 - Burial ground on the High Street
 - Upper Cambourne Village Green Car Park
 - Ponds and lakes
 - Drainage ditches (keeping free flowing)
 - Green ways (inc some managed for wildlife)
 - Brace Dean allotments
 - Crow Hill allotments
 - LAP's, POS's and open spaces the Town Council maintains under an agency basis (contract) verges, undeveloped land, schools and it becomes more and more every year and not just maintenance it can also include getting land ready for adoption, felling trees and spraying.

- All other land and buildings that come into the Town Councils ownership/responsibility.

Cleaner

Regular duties:

Monday

Check to make sure that

1. All the chairs and tables are properly and safely stacked and the cupboards they are stored in are tidy (Hub).
2. All buildings are clean and report any damage after weekend hire.
3. All cleaning materials etc are correctly stocked and order any replacements.
4. Make sure NCP and BP are cleaned ready for the week and chairs and tables are correctly stored.

Tuesday

1. Clean the Hub kitchen and check the meeting room

Wednesday

1. Clean New Cricket Pavilion.
2. Clean office, including mopping the kitchen and toilet.

Thursday

1. Bowls Pavilion to be checked Thursday afternoon to ensure that it is clean for the Bowls Club

Friday

1. Make sure every building is correctly stocked with toilet rolls and soap etc and restock if running low.
2. Make sure hand towel and toilet rolls holders are full for the weekend.
3. Clean NCP for weekend bookings.
4. Check Hub kitchen is clean and all crockery, cutlery etc has been put away ready for the weekend bookings.
5. Hand in time sheet for the week and collect the weekend and following weeks bookings (Friday PM).

Within Buildings

Within the buildings you clean ensure:

1. General cleanliness of all areas, attend to any cleaning as required.
2. Supplies of toilet rolls in all holders and top up as necessary
3. Supplies of soap in all dispensers and top up as necessary
4. Supplies of hand and kitchen towels and top up as necessary
5. Stacking of tables and correct as necessary
6. Empty any rubbish bins as required
7. Top up water coolers, plastic cups and empty drip trays as required
8. Any maintenance that need attending to
9. Fridges for any food or drinks that should be disposed off

General jobs: - Every month

1. Cleaning out of the kitchen cupboards
2. Cleaning of tables (all surfaces) and chairs
3. Oven clean
4. Use the Scrubbers on the floors
5. Cleaning of window sills and skirting boards
6. Top up silver dishwasher liquid
7. Tidy kitchen and sort out lost property



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CLEANER PERSON SPECIFICATION

Applicants should have the following: (E: essential, D: desirable)

- 1 The ability to work weekends (E)
- 2 A full driving licence (D)
- 3 Ability to work on own initiative (E)
- 4 Qualification (D) or proven knowledge and experience of cleaning (E)
- 5 Experience in the use of equipment such as scrubbers, buffers and hand tools (D)
- 6 A sound knowledge of Health and Safety issues related to cleaning and maintenance work (E)
- 7 Sound interpersonal skills, including the ability to communicate orally and in writing effectively and sensitively with other staff and to be numerate.
- 8 Ability to work under pressure, prioritise workload and to meet deadlines (E)
- 9 The ability to relate well to colleagues and to respond to a changing environment. This might involve the need to undertake/assist with the work of other team members during periods of absence or periods of high workload. (E)
- 10 The ability to work both outdoors and indoors in a variety of circumstances (E)
- 11 The ability to assimilate information clearly and concisely and to maintain meticulous records (D)
- 12 The ability to relate well to colleagues and to respond to a changing environment (E).
- 13 Ability to contribute to the aims and objectives of the Council (E)
- 14 A proven record of good attendance and low un-certificated sickness. (E)



CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

Mission Statement

Cambourne Town Council will work with its residents and partners to make Cambourne a great place to live; providing an inclusive, accessible and sustainable environment; supporting and enhancing the local economy and continually reviewing and reducing its carbon footprint.

Objectives

- To develop a Council equipped for sustainable growth,
- Putting our residents at the centre of everything we do,
- To recognise, acknowledge and support the benefits brought by the diversity of our Community,
- To build a cohesive, inclusive community,
- To be a friend to the environment,
- To promote the reduction of the carbon footprint of Cambourne
- To maintain, enhance and promote the use of Open Spaces, Footpaths, Cycle Routes, Playgrounds and Country Parks to develop the health and social wellbeing of residents,
- To continue to develop good relationships and partnerships with local authorities, public bodies, and the private and voluntary sectors.

Cambourne Town Council Mission Statement
Adopted 3rd November 2020



CAMBOURNE TOWN COUNCIL

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Cambourne Town Council Staffing Structure 2020-21

