



**Silloth-on-Solway Town Council**

## **Part-time Temporary Public Convenience Cleaner**

**Wage - £7.50 per hour**

**Brief Description of Job:** To be responsible for the opening/cleansing and evening closing of the Public Conveniences in Silloth, as and where directed.

**Time Period:** The post will be for 12 months, commencing on 1 April 2017 until 31 March 2018.

**Hours:** Part-time - 13 hours a week, averaged across the year. The post will include working bank holidays, evenings and weekends.

**Responsible To:** Town Clerk

### **Main Duties and Responsibilities:**

To undertake all aspects of Public Convenience cleaning duties, including opening and closing of the Public Conveniences located in Silloth. This will involve working to a shift/rota system, which will include bank holidays, evenings and weekends and to cover for colleagues due to absence.

1. To open and close public conveniences as directed.
2. At the beginning of each shift, to carry out a thorough clean of all areas of the male, female and disabled toilets.
3. To carry out all cleansing routines as directed, providing a high standard of cleaning at all times. To ensure that all toilet cubicles (toilet seats, pans, urinals, basins and door furniture) 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.
4. Ensuring that adequate supplies of consumables, such as soap and toilet rolls are available.
5. Report to the Town Clerk when stock levels of soap, toilet rolls etc are low.
6. To operate cleaning equipment and use cleaning materials as required, in accordance with health and safety requirements.
7. To keep and maintain written records with regard to the cleansing and fault reporting.
8. Report items of maintenance and/or repairs, which are required to be carried out to the Public Conveniences.
9. To carry out all these duties having regard for personal safety and not to become involved in situations where risk of personal injury could be anticipated.
10. Delivery of an effective and appropriate service to all service users, fairly and without discrimination. You will need to cover other public convenience staff in their absence to maintain service delivery. Extra hours worked will normally be taken as TOIL but under agreement with line managers can be paid at normal time.
11. You will need to work within COSHH regulations.

12. You will be expected to work shifts to cover the hours between 8.00am and 6pm. Monday to Sunday. You will also be required to work Bank Holidays.
13. You must work in accordance with the Public Convenience Staff Standard Operating Procedure
14. You must work in accordance with the Health and Safety at Work Act 1974.
15. All staff are expected to maintain a co-operative relationship with members of the public, as well as colleagues and Councillors.
16. This list of responsibilities is not exhaustive, and may be reviewed from time to time. As a term of your employment you can be required to undertake such other duties commensurate with your grade, and/or hours of work, as may reasonably be required of you at your initial place of work or at any other of the Council's establishments.

**Health & Safety:**

1. To acquaint themselves with the Council's Health and Safety Policy and to ensure that it is practised at all times.
2. To ensure any equipment, device or clothing provided by the Council intended to safeguard employees against risk of injury or ill health is kept in such a manner as to ensure its effectiveness.
3. To report All accidents, dangerous occurrences and near misses to the person who is immediately senior to them or to the person to whom they normally report.
4. To co-operate with the Council in meeting it's statutory obligations, with regard to Health and Safety at Work Legislation.

**Note:**

This job description outlines the main duties and responsibilities of the position and is designed for the benefit of both the post holder and the Council in understanding the prime functions of the post. It should not be regarded as exclusive nor exhaustive as there may be other duties and requirements associated with and covered by the grading of the post.

The Council has the right to vary the duties after consultation with you.

This job description is current at 9 February 2017.

<b>Signed by Jobholder</b>	
<b>Print Name</b>	
<b>Date</b>	

<b>Requirements</b>	<b>Emphasis</b> Essential / Desirable	<b>Assessed</b> Application / Interview
<b>Education, Qualifications and Specialist Training</b>  CSE Passes.	Desirable	Application / Interview
<b>Job Related Skills / Experience</b>  Experience in public convenience cleaning.	Desirable	Application / Interview
<b>Personal Competencies</b>  Must be able to deal with a wide range of the general public.	Essential	Application / Interview
<b>Interest and Motivation</b>  Some minor maintenance of property required. Ability to work alone and on own initiative.	Essential	Application / Interview
<b>Experience</b>  Full clean driving licence	Desirable	Application/Interview
<b>Commitment</b>  Ability to be a team player.  Have a flexible approach to the workplace.	Essential  Essential	Application / Interview  Application / Interview