

BEVERLEY TOWN COUNCIL

Job Title: Office Cleaner
Responsible to: Town Clerk
Hours of Work: 2 hours per week to be worked flexibly

Purpose of Job

To provide a general cleaning duties of the Beverley Town Council Office at 12 Well Lane, Beverley

Principal Accountabilities

1 Specific Duties

- (i) To clean all areas of the Town Council Offices, including offices, Council Chamber, toilets, entrance hall
- (ii) To maintain adequate stock levels of cleaning equipment
- (iii) To maintain adequate stock levels of refreshments in the Council Chamber
- (iv) To report any faults to the Town Clerk
- (v) To assist members of the public in a polite and courteous manner in accordance with Beverley Town Council policies and decisions on customer care.
- (vi) To assist in carrying out the objectives and policies of Beverley Town Council.

2 General

- (i) The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.
- (ii) The post holder must be flexible to ensure the operational needs of the Beverley Town Council are met; this includes undertaking duties of a similar nature and responsibility as and when required, throughout the parish of Beverley.
- (iii) The Health & Safety at Work Act 1974 and other associated legislation places responsibilities for the Health & Safety of all employees. Therefore it is the post holder's responsibility to take reasonable care for the Health, Safety and Welfare of him/herself and other employees in accordance with legislation and Beverley Town Council Policies. When required the post holder **must** adhere to the wearing of safety equipment and clothing at all times
- (iv) The above duties may involve having access to information of a confidential nature which may be covered by the Data Protection Act, and by part 1 of Schedule 12A of the Local Government Act 1972. Confidentiality must be maintained at all times.