

**Ribble Valley Borough Council
Community Services Department**

JOB DESCRIPTION

- 1. JOB TITLE:** Casual Cleaners (Council Offices)
- 2. REFERENCE NO:** COM783
- 3. SALARY SCALE:** Scale 1A (scp 2) £9.60 per hour
- 4. RESPONSIBLE TO:** PA to the Director of Community Services
- 5. JOB PURPOSE:** To ensure that the council offices and canteen area are cleaned to a high standard.

6. MAIN DUTIES:

- 6.1 To work on a rota to clean that part of the council offices delegated to you, using the cleaning materials and equipment provided.
- 6.2 To prepare your working area so that you can work efficiently, safely and correctly.
- 6.3 To carry out the work using the correct colour coded equipment and materials, following the manufacturer's instructions.
- 6.4 To carry out all work in a logical sequence.
- 6.5 To assist in storing/moving supplies appropriate to the role.
- 6.6 To undertake any additional cleaning tasks delegated to you. Some lone working is also required.
- 6.7 To ensure your own actions reduce the risk to Health and Safety.
- 6.8 To assist with the security of the council offices and its contents.
- 6.9 To take part in any training initiatives relating to the duties of the post.
- 6.10 To be responsible for ensuring the data quality of all information related to the duties of the post.
- 6.11 To maintain confidentiality of data you may be exposed to in the course of your work.
- 6.12 To adhere to the Council's policies, including equal opportunities and health and safety.
- 6.13 Such other duties of a similar responsibility level as may be allocated to the post from time to time.

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NB. In order to ensure that Job Descriptions are kept up to date, all employees are required to review their roles regularly through the staff performance appraisal scheme. Staff are required therefore to take a reasonable and flexible approach to changes arising from the challenges facing the Council.

Signed (Postholder) _____ Date _____

Signed (Head of Service) _____ Date _____