

# JOB DESCRIPTION



Ribble Valley  
Borough Council

[www.ribblevalley.gov.uk](http://www.ribblevalley.gov.uk)

**JOB TITLE:** Casual Cleaner (Council Offices)

**REFERENCE NO:** COM898

**SALARY SCALE:** Scale 1A (scp 2) £12.26 per hour  
Plus an additional 12.07% allowance in lieu of holiday entitlement

**HOURS OF WORK:** Casual

**POST NO:** -

**SERVICE AREA:** Community Services

**RESPONSIBLE TO:** PA to the Director of Community Services

**RESPONSIBLE FOR:** -

**JOB PURPOSE:** To ensure that the council offices and canteen area are cleaned to a high standard.

## KEY RESULT AREAS:

- To work on a rota to clean that part of the council offices delegated to you, using the cleaning materials and equipment provided.
- To prepare your working area so that you can work efficiently, safely and correctly.
- To carry out the work using the correct colour coded equipment and materials, following the manufacturer's instructions.
- To carry out all work in a logical sequence.
- To assist in storing/moving supplies appropriate to the role.
- To undertake any additional cleaning tasks delegated to you. Some lone working is also required.
- To ensure your own actions reduce the risk to Health and Safety.
- To assist with the security of the council offices and its contents.
- To take part in any training initiatives relating to the duties of the post.
- To be responsible for ensuring the data quality of all information related to the duties of the post.

- To maintain confidentiality of data you may be exposed to in the course of your work.
- To adhere to the Council's policies, including equal opportunities and health and safety.
- Such other duties of a similar responsibility level as may be allocated to the post from time to time.

**Signed** ..... **Date** .....

**Name (Print)** .....

# PERSON SPECIFICATION

ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
<b>Experience</b>		
Previous cleaning experience.		Application Form/ Interview
	Previous experience of cleaning in a commercial environment.	Application Form/ Interview
<b>Skills/Knowledge</b>		
	Experience of handling cleaning chemicals.	Application Form/ Interview
	Knowledge of health and safety regulations relating to the use of chemicals (COSHH).	Application Form/ Interview
	Literate.	Application Form/ Interview
	Numerate.	Application Form/ Interview
<b>Additional</b>		
Good timekeeper.		Application Form/ Interview
Reliable.		Application Form/ Interview
Flexibility.		Application Form/ Interview
Willing to undertake any cleaning duties.		Application Form/ Interview