



**Craven District Council**  
**Cultural Services – Skipton Town Hall**

**Job Description**

**Post Title:** Cleaner

**Grade:** Scale 1b (part time 30 hours over 6 days)

**Reports To:** Events and Operations Lead

**Job Purpose**

The cleanliness of Skipton Town Hall is paramount to the effective running of the arts venue and Cultural Service within. It is the primary responsibility of the building's cleaner to provide the highest quality service through regular and repeated cleaning tasks in and around the building and its facilities as set out on a pre-determined cleaning schedule and ad-hoc as needs arise and are identified by both the cleaner and team.

**Principle Duties & Responsibilities**

- To clean the interior spaces of Skipton Town Hall (Reception area, Museum, The Hub, Concert Hall, Education Room, other public spaces, toilets, staff areas, and other areas as directed) to the very highest quality standard.
- To carry out a range of cleaning functions including, but not limited to:
  - Dusting surfaces at low and high level and removing surface dust
  - Using furniture polish and other cleaning products to provide a uniform and clean appearance free of smears and dust patches
  - Hand brush sweeping where appropriate, collecting, and proper disposal of sweepings
  - Wet/damp mopping floors
  - Vacuum cleaning carpets
  - Cleaning sanitary appliances
  - Hand cleaning and administering cleaning fluids to wash basins, urinals, WCs, basin traps
  - Emptying wastepaper bins, general waste & recycling and containers, returning containers to normal stance and disposing of in relevant area

of bin store

- Hand cleaning areas that are hard to get to with apparatus e.g., corners, around fixtures and fittings
- To apply and observe all Health and Safety instructions and work in accordance with Health and Safety good practice and guidelines, following the cleaning schedule and product usage requirements set out within
- Ensure that all cleaning equipment is properly used according to their colour coding to avoid cross contamination between toilets/kitchen etc. e.g. cloths, mops etc, and to ensure that these are regularly cleaned using appropriate methods
- Ensure appropriate levels of cleaning materials and products stock are ordered and held at all times to assist in upholding the required standard of cleanliness throughout the entire building
- To report breakages, damage or other untoward matters to a senior member of the Cultural Services Team
- To respond in a highly professional and courteous manner when approached by customers/users of the building
- To work without direct supervision, undertaking the work identified in the cleaning schedule and to the standard prescribed by the cleaning schedule or as defined by the Cultural Services Team
- To work as an effective member of a team, supporting colleagues as necessary and contributing to the achievement of the team's objectives.
- To work safely within the terms of the Normal Operating Procedure and requirements of Health and Safety
- To undertake necessary paperwork, complete and sign off any routine checks in accordance with laid down procedure, reporting any issues identified immediately to a senior member of the Cultural Services Team

**The job description is not a definitive list of tasks. It is designed to give an overall view of the job it is not an indicator of the sole requirements of the work required. It is expected that you will use initiative and develop your own style to achieve the overall purpose. The precise responsibilities may change from time to time in line with the organisational requirements of the Council. Reasonable adjustments will be made to working arrangements to accommodate a person with a disability who would otherwise be prevented from undertaking the work.**

## Person Specification

### Cleaner

<b>Knowledge/Qualifications / Training</b>	<b>Essential</b>	<b>Desirable</b>	<b>Verified by</b>
Working knowledge of C.O.S.H.H and manual handling requirements	✓		Application /Interview
Knowledge of wider Health & Safety Considerations		✓	Application /Interview
Health & Safety/Fire/First Aid qualifications		✓	Application /Interview
<b>Skills and Abilities</b>	<b>Essential</b>	<b>Desirable</b>	<b>Verified by</b>
Ability to work unsupervised to a work schedule and have initiative to work outside schedule if there is an identified need	✓		Application /Interview
Excellent organisational skills	✓		Application /Interview
Ability to forge excellent working relationships with customers and staff.	✓		Application /Interview
Ability to work as a member of a mutually supportive team to deliver on key objectives	✓		Application /Interview
A keen eye for detail	✓		Application /Interview
An assertive approach to dealing with customers and their safety in areas which		✓	Application /Interview
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>Verified by</b>
Experience of working in a business or workplace cleaning position	✓		Application /Interview
Experience of dealing with the public and demonstrating a high level of customer		✓	Application /Interview