

Stroud Town Council - Job Description

Title - Cleaner

Responsible to	Stroud Town Council, via the Assistant Clerk as line manager
Based at	Thanet House, 58 London Road, Stroud GL5 2AD
Hours	Part time (4.5 hours)
Salary	Real living wage – currently £10.90 per hour
Holiday	23 days per annum plus bank holidays (pro-rata for part time)
Type of contract	Permanent
To start	w/c 2nd January 2023

Purpose of job

To support the working environment of Stroud Town Council's offices at Thanet House in Stroud by undertaking the duties as outlined in this job description.

Main Duties

The main duties of the role are listed below. The Council reserves the right to amend this job description as required. The duties will be carried out across all three floors of the Town Council office building.

Hoovering
Empty bins and recycling
Washing up
Toilets – Bowl, seat top, bottom pedestal
Towel dispenser
Toilet waste bin
Baby changing area and mat
Wash toilet floor, remove marks
Dust/wipe desks and tables, storage units and window sills
Dust skirting boards/front window sills
Polish brass (inside and out)
Dust picture frames
Sweep outside front of office
Change towels and t-towels – take home to wash
Replenish toilet rolls
Wipe over metal racking
Clear cobwebs
Defrost fridge
Clean out fridge
Clean cupboards
Water/dust plants
Plus any other cleaning related duties as required by the Council