

Job description for toilet cleaner/maintenance operative

Toilet Attendant/Maintenance Operative

Main Purpose of the post

To open and close the public toilets in Greyhound Lane Wilton, and ensure are kept in a clean and tidy state throughout the year (except Christmas Day).

To undertake small maintenance tasks at all the Town Council properties, plus street sweeping and grit spreading as directed by The Clerk

Main Duties of the Post

After unlocking and opening the toilets before customers enter the building, both male and female toilets will need to be checked as follows:

- Remove all litter from waste bins, wash using germicidal cleaner & dry & polish.
- Wipe clean using a germicidal cleaner or disinfectant , and dry polish all tiling, partitions, doors, handles, frames, pipework, radiators.
- Wipe mirrors with damp leather and polish.
- Clean & polish stainless steel surfaces with an approved cleaner
- Wash taps and handbasins with hot water & neutral detergent.
- Clean Wallgate units inside and out using an approved stainless steel cleaner, and dry polish.
- Remove debris and scrub toilet pans using a germicidal detergent, wipe clean any surfaces using a germicidal detergent including traps and flushing rims
- Wash both sides of toilet seats and dry polish
- Remove debris, wash down urinal surfaces including channels, bowls and outlets with a germicidal detergent. Wipe clean cisterns and pipework using hot water and germicidal detergent.
- Remove dirt and rubbish from floor. Wash floor using clean water and an approved germicidal cleaner, paying particular attention to corners and edges. Remove all standing liquid.
- Replenish toilet rolls, soap, paper towels etc
- Unblock basins, urinals, and clear drain blockages where possible.

- Remove any graffiti from surfaces through manual scouring or application of solvent
- Sweep entrances, steps and access footpaths, remove and dispose of all litter and debris
- Returning all cleaning equipment and materials to the Cleaners Cupboards;
- Undertake minor maintenance tasks at all Town Council buildings and facilities using hand and small electrical tools, as necessary.
- Sweep the pavements around the Town free of leaves and litter on a weekly basis, as necessary and according to the seasons using appropriate equipment provided by the Town Council.
- Grit the pavements in the same areas and the two car parks using the appropriate equipment provided by the Town Council in the event of snowy or icy conditions.
- Water the hanging baskets and tubs in the Market Square as necessary according to the weather conditions.
- Remove banners as necessary from the Minster St railings and store in the cemetery store room
- Raise & lower the Union flag as and when necessary in accordance with Council policy

Health & Safety

- You should make yourself familiar with our Health and Safety Policy and your own health and safety duties and responsibilities, as in the Health and Safety Employee Handbook;
- You must not take any action that could threaten the health or safety of yourself, other employees, customers or members of the public;
- Protective clothing and other equipment which will be issued for your protection because of the nature of your job must be worn and used at all appropriate times. Failure to do so could be a contravention of your health and safety responsibilities. Once issued, this protective wear/equipment is your responsibility;
- You should report all accidents and injuries at work, no matter how minor, in the accident book held at the Town Council office.

Salary and Hourly Rate

£8.75 (gross) per hour paid monthly in arrears, including sick and holiday pay.

Hours Worked

16 hours per week over 6 days

Position in the Organisation

This post will report to and be supervised by the Town Clerk.

This list of responsibilities is not exhaustive and may be reviewed from time to time and the Post Holder may be required to perform duties outside of this as operationally required and at the discretion of the Town Clerk.

Person Specification

Cleaning experience in a similar environment with handyperson skills would be an advantage

Willing to work to high standards with an attention to detail

Ability to work and manage one's own duties and time without supervision

Honest, reliable and hard working

Enthusiastic

Enjoys working with the public

Job Advert

Part time Toilet Cleaner/Maintenance person required to work 16 hours per week over 6 days. The main responsibilities include the daily unlocking, locking and cleaning of the public toilets in the Market Square, Wilton, and carrying out minor maintenance tasks. Pay is in line with the prevailing Voluntary Living Wage including sick and holiday pay. Uniform, tools and equipment will be provided. Further information is available on the Town Council website www.wiltontowncouncil.gov.uk

Applications should be submitted by CV to the Town Clerk by way of e-mail to clerk@wiltontowncouncil.gov.uk by 5.00pm Friday 27th April 2018.