
JOB DESCRIPTION

Janitor

Overall Responsibilities

To undertake the cleaning and servicing of the public toilets on Childe Road to ensure that a safe, clean and tidy environment is provided for the community.

Person Specification

1. Good general standard of education.
2. Knowledge of Health & Safety legislation.
3. An ability to follow a cleaning schedule, risk assessments and method statements.
4. Knowledge and experience of cleaning and general maintenance - working in an outdoor environment.
5. Personal skills to be able to: be a team player; communicate with staff, councillors, members of the public and external agencies.
6. Be self-motivated and flexible to adapt to work requirements whilst working to a maintenance schedule.
7. Demonstrate creative thinking and good problem-solving skills when faced with challenging situations.

Specific responsibilities

1. Clean the toilets, handbasins, dispensers, dryers, mirrors and other facilities at the public toilets. Empty bins, sweep and mop floors. All equipment will be provided.
2. Replenish supplies in toilets, manage stock levels of sanitary and cleaning products and report any stock ordering requirements to the Town Clerk/Deputy Town Clerk.
3. Undertake and record building safety checks including door mechanisms and emergency lighting – reporting and acting upon any issues.
4. Undertake general maintenance duties including litter-picking and weeding around the building, actioning basic miscellaneous repairs as required and directed by the Town Clerk/Deputy Town Clerk, using a wide range of tools and equipment in relation to carrying out these repairs.
5. Undertake other duties as directed by the Town Clerk/Deputy Town Clerk, including winter gritting and snow clearance of paths, assisting with planning maintenance, major projects/improvements and any other tasks that may be required.
6. Assist with setting up and attending Council events i.e. Christmas lights, Annual Festival etc.
7. Carry out risk assessments, method statements and ensure Health and Safety requirements are fully complied with for themselves and other persons including the general public. Escalate any deficiencies to the Town Clerk and/or the Deputy Town Clerk, so action can be taken as soon as practicable. Protective equipment, suitable for the job being undertaken and 'Hi Visibility' jackets must be worn at all times.
8. Ensure the safety and security of Town Council property and land, equipment etc.
9. Attend and participate at weekly team meetings (minuted). Provide regular feedback to the Town Clerk/Deputy Town Clerk regarding work tasks, as required, between meetings.
10. Attend annual appraisals with the Line Manager: Deputy Town Clerk and/or the Town Clerk.



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11. Provide cover for the existing Maintenance Assistants as required i.e. to cover holiday leave.
 12. Undertake mandatory training courses, to include Health and Safety, First Aid, CoSHH, Manual Handling etc as required.
 13. Proactively work with the Town Clerk, Deputy Town Clerk and Members of Cleobury Mortimer Town Council to drive a culture of continuous improvement to ensure that services and facilities provide the community with value for money and are delivered in a cost effective and efficient manner. Ideas and gaps in service provision noted, are to be encouraged to be shared with the Town Clerk and the Deputy Town Clerk.
 14. Present a positive image of the Town Council by promoting its activities and achievements and ensure it maintains high standards through openness and accountability.