

JOB DESCRIPTION

Part Time Grounds Person and Cleaner:

Purpose of Post:

- Develop and implement routines to ensure all areas of the Public Toilets Facilities at The Morgan Centre are maintained to high standard of hygiene and cleanliness. To check and lock the toilet facilities at the end of shift.
- Carry out litter picking, general grounds related tasks and cleaning duties within the allocated timescales and to take a flexible approach in order to meet the service and building user requirements.
- Occasional locking/unlocking duties of The Morgan Centre and Parish Hall on a Sunday for hall users/hirers during normal working hours.

Responsible To:

Parish Clerk and Morgan Centre Caretaker

Hours:

10 hours per week with hours to be worked: -

- Sunday 10am-3pm (5 hours) for litter picking, general Grounds Person tasks, and checking and cleaning the public toilets.
- Monday to Friday 1 hour per day between 5-7pm to check and clean the public toilets.
- Overtime may be required to cover absence and special events and completion of other reasonable duties commensurate with the responsibilities of this post may from time to time also be requested.

Main Cleaning Duties:

- 1) Clean Men's, Ladies and Disabled toilets, sanitary fittings and hand basins.
- 2) Clean corridor and entrance area.
- 3) Mopping/cleaning, as appropriate, all surfaces including: doors, floors, walls, windows and mirrors.
- 4) Empty and wash out bins in all rooms.
- 5) Keep cleaning materials tidy, in good working order and clean in store provided
- 6) Keep a check on cleaning materials, toilet roll, hand soap and replenish as necessary.
- 7) Unlock or lock the building securely at the start and end of work and as required for users/hirers of both The Morgan Centre and Parish Hall during working hours.
- 8) Report issues to the Clerk or Caretaker at the earliest opportunity
- 9) Be aware of and implement your health and safety responsibilities as an employee with note to COSHH and lifting.
- 10) Fulfil necessary administrative tasks associated with the responsibilities of the post e.g. Time sheets, maintenance fault log reporting
- 11) Undertake any other duties as may be required from time to time

Main Grounds Responsibilities and Duties:

- 1) To ensure all CPC managed open spaces are cleared of litter and are secure. To interact with members of the public encouraging responsible dog ownership when appropriate. To visually inspect all play and grounds equipment ensuring any defects/vandalism is reported. To perform general grounds maintenance duties as instructed by the Morgan Centre Caretaker.
- 2) Under the instruction of the line manager to target routine and hot spot areas in Crowthorne collecting litter.
- 3) To ensure the Morgan Recreation Ground, Play Areas, Car Park and Millennium Garden and Lynch Gate are free of all detritus, ensuring the safety of the users of these areas.
- 4) Make checks on the security of the site taking appropriate action and reporting any problems as required.
- 5) Work in partnership with statutory agencies, local people and service users to maintain positive relationships and co-operation in the management of the site.
- 6) To visually inspect and manage all CPC noticeboards, ensuring all information is in date and relevant to Crowthorne Parish and reporting any maintenance requirements.
- 7) To notify the Clerk of any concerns or damage to trees on CPC managed sites.
- 8) To inspect all grounds and play equipment completing the associated documentation and reporting any faults or concerns.
- 9) To complete inspection sheets for grounds equipment and playground facilities.

Overall Responsibilities:

Work with other Parish Council staff to ensure the maintenance of a clean and safe environment for visitors and staffs, ensuring all appropriate Health and Safety guidelines are adhered to in accordance with Council Health and Safety policy.

To comply with all Health & Safety requirements and routinely inspect all ground facilities and equipment located on the Morgan Recreation Ground and car park, to include the gates and automatic and height barrier, reporting any faults or concerns and completing associated paperwork. To only use machinery as instructed by the Morgan Centre Caretaker ensuring compliance with all health & safety requirements.

Ensure that all alarms and locks have been set and lights switched on/off and are operating in accordance with agreed practice. Cover for the Morgan Centre Caretaker and Parish Hall Caretaker during holidays and sickness absence.

Other:

- To complete inspection sheets for grounds equipment, playground facilities and the public toilets.
- To notify the Parish Office on a weekly basis of the areas where litter picking has been undertaken.
- To complete an incident log as required.
- To maintain personal timesheets in accordance with Parish Council procedures.
- To report any absence directly to the Clerk or Parish Office staff in advance.
- Use and maintain any tools, equipment and cleaning products provided in accordance with instructions.

- To act as a key holder should emergency access be required.
- To act as a representative of the Parish Council whilst attending any internal/external meetings and to attend occasional staff meetings and training as requested.
- To work at all times within the Council's policies and procedures associated with the post and the Parish Council.
- To carry out any other reasonable duties commensurate with the responsibilities of this post that may from time to time be requested.