



## Job Description

<b>Job Title:</b>	Weekend Cleaner
<b>Accountable To:</b>	The Council through the Town Clerk
<b>Salary:</b>	SPC 4-5
<b>Full/Part Time:</b>	Zero-Hours Contract – Flexible Weekend Shifts Available (Friday to Monday)

### Job Purpose:

To maintain a high standard of cleanliness and hygiene throughout the Brushwood Suite and Wades Centre before and after events. The role ensures a welcoming, safe, and presentable environment for guests, staff, and hirers.

### Responsibilities:

#### Brushwood Suite and Wades Centre

- Clean and sanitise all areas of the Brushwood Suite, including the function suite, dedicated restrooms, kitchen, bar, corridor, and entrance area.
- Prepare and clean the venue before and after functions, including vacuuming, mopping, dusting, and waste disposal.
- Ensure restrooms are replenished with necessary supplies and kept in a hygienic condition.
- Carry out deep cleans as scheduled or requested.
- Monitor cleaning supplies and report low stock or maintenance issues to the supervisor.
- Comply with health and safety, COSHH regulations, and internal cleaning protocols at all times.
- Report any damage or maintenance issues to the Brushwood Suite Manager/ Events and Community Manager.
- Provide Ad-hoc assistance cleaning the Wades Centre facilities.

**Responsibilities:**

- Sweeping and mopping floors with brushes, wet or damp mops, and scrubber-dryer floor machine
- Using vacuum cleaners to clean floors
- Dusting or damp wipe ledges, sills, pipework and skirting
- Cleaning the kitchens, including sinks, counter tops and cooking surfaces as well as microwaves and fridges periodically
- Spot wipe walls
- Sanitise all sanitary ware and urinals
- Replenish soap and toilet rolls
- Polish taps and mirrors
- Clean inside the hand dryers and the walls around/beneath them
- Empty waste bins
- Disinfect high-touch surfaces e.g. door touch plates and handles
- Clean glass in internal doors

**Working Conditions:**

- Physical role requiring standing, bending, lifting, and moving for extended periods
- Cleaning supplies provided

This job description outlines the main duties and responsibilities of the position and is designed for the benefit of both the post holder and the Council in understanding the prime functions of the post. It should not be regarded as exclusive or exhaustive as there may be other duties and responsibilities associated with and covered by this post.