



# Much Wenlock Town Council

## JOB DESCRIPTION

### GUILDHALL and CORN EXCHANGE CLEANER

#### **Overall Responsibilities:**

The duties of your post are to keep the Guildhall and the Council's premises within the Corn Exchange clean and tidy.

You will be directly responsible to the Town Clerk.

#### **Specific Responsibilities - Guildhall**

- 1) Clean, dust, vacuum, mop and polish as necessary the following areas: stairs, Council Chamber, Court Room, kitchen and toilet. Kitchen and toilet to be cleaned on every visit as well as door handles and touch points.
- 2) Check heating is off and premises are secure, lock and set alarm on departure.

#### **Specific Responsibilities – Corn Exchange**

- 1) Clean, dust, vacuum, mop and polish as necessary the following areas: stairs, landing, Council office, meeting room, archive room, kitchen and toilet. Kitchen and toilet to be cleaned on every visit as well as door handles and touch points.
- 2) Check premises are secure, lock and set alarm on departure.

#### **Both Sites**

- 1) Top up paper hand towels, toilet rolls, etc as necessary.
- 2) Empty bins and put out rubbish for collection.
- 3) Order cleaning materials and other supplies via the Town Clerk as required.
- 4) Ensure that hazardous cleaning materials are locked away safely.
- 5) Periodically clean outside of front door, door step and external notice boards.