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|  | CASTLE DONINGTON PARISH COUNCIL The Community Hub, 101 Bondgate, Castle Donington, DE74 2NR Telephone: (01332) 810432 **Email: clerk@cdpc.org.uk**  Clerk: Ms Fiona M. Palmer |
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**JOB DESCRIPTION**

**JOB TITLE:** Cleaner/caretaker for all Parish Council facilities (sports & offices)

**GRADE:** National minimum living wage – Currently £9.50ph

**RESPONSIBLE TO:** Clerk

**PURPOSE OF JOB:**

To provide a comprehensive service at the Council’s facilities including function room setting and layout to customers’ requirements, cleaning, dusting, vacuuming, cleaning floors, emptying bins, cleaning toilets to ensure high standards of cleanliness and hygiene at all times.

**KEY RELATIONSHIPS:** Customers, users of the facilities and other staff.

# MAIN DUTIES:

1. To ensure that all Parish Council facilities are cleaned in accordance with defined standards use (dependent on time and needs of hirers of the facility).
2. To undertake the weekly cleaning of all floors, surfaces, windows, community and changing rooms at all Parish Council facilities, with occasional need for interim clean, dependant on bookings and weather. Some of this is undertaken at the weekend, but other times and days will be by arrangement and discussion with suitable applicant.
3. To clear rubbish from outside areas, patio areas and pathways when necessary. To empty all bins and dispose of rubbish in appropriate bins.
4. To occasionally wash and dry tea towels and dish cloths.
5. Prepare community rooms for various functions including set up and take down tables, chairs and stage. Arrange refreshments if booked with function; wash and clear up after use. After a function use ensure the room is left in a suitable condition for the following use/day. Any issues with the condition of the room left by the user are to be reported to the Clerk and Bookings Officer as soon as practicable.
6. Show potential hirers around the facilities and advise them on hiring and room layout options.
7. To be part of the Team to cover opening and closing of all facilities as directed by the Clerk or Bookings officer.
8. To be a keyholder for the council’s facilities, including responsibility for responding to emergency callouts and responding to reasonable requests to provide access to a facility.
9. To undertake minor repairs or report to the relevant person.
10. Stock taking and ordering of cleaning materials and equipment through the appropriate other member of staff.
11. To complete relevant documentation concerning safety, maintenance and room standard checks and ensure relevant issues are drawn to the attention of Clerk. Keeping COSHH records up to date.
12. To be responsible for specific duties and areas of the premises as allocated by the Clerk, including enhanced Covid-19 cleaning of these areas.
13. To comply with the Health & Safety At Work Act at all times as outlined in Castle Donington Parish Council’s Health & Safety Policy.
14. To attend occasional staff meetings/training sessions as necessary, which may be out of normal working hours and/or at other establishments as required.
15. Any other reasonable duties that may be required.

# CORE WORKING HOURS:

Hours in accordance with the needs of the Council’s facilities and within the following:

8am to midnight – Monday to Sunday.

In addition, the post holder must be flexible with their shift patterns and willing to provide cover for holidays and sickness at all of the Council’s facilities.

Holidays based around hours worked in-line with current national guidelines.

# SALARY/TERMS OF EMPLOYMENT:

Employed on the minimum living wage. Reviewed annually.

All other terms and conditions in accordance with the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (The Green Book). The employment will be subject to a probationary period of six months’ satisfactory service. Payment of salary by banker’s transfer - monthly in arrears.

Castle Donington Parish Council is an Equal Opportunities Employer.

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| **PERSON SPECIFICATION – CLEANER** | | | |
| **KEY JOB REQUIREMENTS** | **ESSENTIAL** | **DESIRABLE** | **TESTING MECHANISM** |
| QUALIFICATIONS  Good general education |  |  | Application Form |
| EXPERIENCE  Previous experience in a similar role |  |  | Application Form |
| KNOWLEDGE |  |    |  |
| Knowledge of health and safety, manual handling and equal opportunities requirements in a public service/customer focused environment |  | Application Form/Interview |
| Experience in the use of industrial style cleaning materials/equipment including cleaning machine. Full training will be given. |  | Application Form/Interview |
| SKILLS  Excellent organisational and planning skills to meet the varying demands of a busy customer focused centre |  |  | Interview |
| PERSONAL QUALITIES |  |  |  |
| Heavy lifting and agility is an essential element of work in this post  Ability to fit into an existing committed and customer focused team |    | Interview  Interview |
| The ability to work on your own initiative with minimum or no of supervision |  | Interview |
| Reliable, with commitment to a flexible working hours pattern to meet the demands of the service |  | Interview |
| OTHERS  Willingness to work at any of the Parish Council’s Premises.  Holder of a Full Driving Licence |  |  | Interview |

# APPLICATION FORM

Castle Donington Parish Council is an equal opportunities employer, and your application will be judged solely on merit. Please answer all the questions in this form honestly and truthfully and read and sign the declaration and consent under the Data Protection Act at the end of the form. **Please complete the form in black ink or type.** Return your form by post or email to the address above **before the closing date**.

**PERSONAL DETAILS**

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| --- | --- |
| Title and Surname |  |
| First name |  |
| Address  Postcode |  |
| Preferred telephone number |  |
| Email address |  |

**PREVENTION OF ILLEGAL WORKING**

The Parish Council is obliged to ensure that you can work legally in the UK. Prior to taking up any employment you will be required to provide evidence of a passport and/or other relevant documents to satisfy the Council that you comply with this requirement.

Do you require permission or a work permit to take up employment in the UK? **YES/NO**

Are there any restrictions on you living in the UK? **YES/NO**

**EDUCATION**

Please give details of your education and qualifications, including any currently being taken.

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| --- | --- | --- |
| Dates (from/to) | School, College, University, etc | Qualifications (include grades) |
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**Please note that you will be asked to provide evidence of your qualifications at interview.**

**RELEVANT TRAINING COURSES**

Please give details of any relevant training you have completed and membership of any professional body

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| --- | --- | --- |
| Dates | Body/ Organisation | Details |
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**CURRENT OR MOST RECENT EMPLOYMENT**

Please give details of your current or most recent employment

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| --- | --- | --- | --- |
| Employer (include address) | From / to | Job Title | Salary |
|  |  |  |  |

Please provide a brief description of the main duties and responsibilities of your current or most recent job, continue on a separate sheet if necessary.

Please give your minimum notice period?

**EMPLOYMENT HISTORY**

Please list your previous employment history in chronological order using a separate sheet if

necessary and give reasons for any gaps in your employment history.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name and Address of Employer | Employment Period | | Job Title and main responsibilities | Reason for Leaving |
| From | To |
|  |  |  |  |  |
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Do you have any other paid employment that you would wish to continue if you were offered this post? **Yes / No**

If yes, please give details and include hours per week

**RELEVANT EXPERIENCE, SKILLS AND KNOWLEDGE**

Please say why you are applying for this post and the experience, skills and knowledge you have which would enable you to do it well. Please refer to the Personal Specification and ensure you cover all of the criteria set out for this job role. Please use a separate sheet if necessary and/or attach any supporting documents.

**FURTHER INFORMATION**

Please give details of your outside interests, hobbies, etc, including any voluntary or unpaid work

which you feel will support your application.

Do you have access to a mobile telephone which can be used in an emergency? **Yes / No**

**REHABILITATION OF OFFENDERS ACT 1974**

Please give details of any “unspent” convictions as defined by the Rehabilitation of Offenders Act 1974. This should include date of conviction and sentence imposed. Unless the nature of the position allows the Council to ask questions about your entire criminal record we will only ask about “unspent” convictions. A criminal record will not necessarily be a bar to obtaining employment with the Council.

If you are appointed, the Parish Council may undertake Disclosure and Barring (DBS) checks. Please confirm whether you agree to this. **Yes / No**

**REFERENCES**

Please give details of two persons who the Council could contact and would be willing to supply a reference for you. We would prefer your referees to be your most recent employers including your current employer, if applicable.

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| --- | --- |
| Name | Name |
| Job Title | Job Title |
| Organisation | Organisation |
| Address | Address |
| Phone Number | Phone Number |
| Email address | Email address |
| If you are shortlisted, may we obtain a reference before interview: Yes / No | If you are shortlisted, may we obtain a reference before interview: Yes / No |

References will be obtained and their authenticity checked if you are to be offered the appointment.

**CAR DRIVING**

Are you a car owner or do you have access to a car? Yes/ No Do you hold a current, full, driving licence? Yes/ No

**RELATIONSHIPS**

Are you, to your knowledge, related to any councillor or staff members of Castle Donington Parish Council (details are on our website). If so, please give details:

**DECLARATION AND DATA PROTECTION ACT CONSENT**

I declare that all the foregoing details given in this application are true to the best of my knowledge and understand that verification checks may be made. I also understand that if the information I have given is found to be untrue or misleading this will be sufficient grounds for disqualification from appointment or dismissal from any employment gained.

I understand that the information given in this form will be processed only by the Council for the purpose of considering my application for employment and if I am successful in my application this form and the information in it will be retained in my personnel file for such time as I am an employee and for up to six years after the end of my employment. Otherwise, this form will only be retained by the Council for so long as it is required in connection with the application.

Date:

Signed:

**INTERVIEW ARRANGEMENTS**

If you are selected for interview, you will be notified in accordance with the timescale given in the advertisement.

Interviews will be held at the Community Hub, 101 Bondgate, Castle Donington, DE74 2NR. Parking is available.

**If you require any reasonable adjustments to the interview process you are welcome to contact the Clerk in confidence**.

If successful, are there any dates in the near future when you are not available to work?

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