



# GORING-ON-THAMES PARISH COUNCIL

**Job Title:** Cleaner of Parish Buildings

**Job Purpose:** The purpose of this post is to ensure the parish buildings are clean and safe, in accordance with the relevant legislation and with specific emphasis on Health and Safety.

**Responsible to:** Parish Clerk, Assistant Clerk for Property for day to day issues.

**Principal Duties and Responsibilities:**

1. To ensure the buildings are cleaned in accordance with the approved specification.
2. To complete a weekly work log provided by the Council for monitoring purposes, recording accurately the hours worked.
3. To monitor the fabric of the building by regular checks both internally and externally for defects, damage or breakdown reporting any defects to the Assistant Clerk for Property.
4. To communicate with the public and work colleagues in a courteous, respectful and appropriate manner in order to maintain good relationships.
5. To report to the Assistant Clerk for Property any Health and Safety issues observed whilst undertaking the role.
6. To undertake any training deemed necessary.
7. To complete any other related or emergency duties as directed by the Parish Clerk in line with the responsibility of all employees to provide a service to the public. The hours of work will be up to 20 hours per month, worked flexibly to accommodate the needs of the service.

**Other duties:**

To undertake additional duties as required, commensurate with the level of responsibility of the post.

**Note:**

This job description outlines the main duties and responsibilities of the position of clerk at the date written. It is prepared for the benefit of both the post holder and the council in understanding the prime functions of the post as currently defined. It should not be regarded as exclusive or exhaustive as there may be other duties and responsibilities created by legislation or taken on by the council in response to the changing needs of the village.