

# Pitstone Parish Council

---

## Pitstone Pavilion Cleaner / Caretaker

### General Job Description:

- To fully clean the interior of the pavilion, including changing village, on scheduled days/times.
- To clean the walkways, windows, shutters etc around the pavilion and clean the touchpoints such as handrails.
- To refill dispensers etc.
- To carry out periodic further deep cleaning such as descaling of shower heads.
- To attend the pavilion and carry out extra cleans on ad-hoc basis if anyone is taken unwell at site.
- To litter pick the exterior of the pavilion including the football pitches and car park.
- To carry out regular duties to ensure compliance to health & safety legislation.
- To carry out regular duties to ensure compliance to water safety legislation.
- To carry out regular duties to ensure compliance to fire regulations.
- To carry out regular duties to ensure compliance to environmental health legislation.
- To carry out regular duties to ensure compliance of first aid regulations.
- To carry out regular duties to monitor and maintain the defibrillator.
- To dispose of all rubbish in the wheelie bins.
- To undertake minor maintenance works on site as necessary eg change lightbulbs, check signage, fix seating, put up dispensers.
- To complete accurate records of work undertaken in the statutory logbooks and job sheets.
- Please refer to Schedule of Duties.
- Flexibility to attend for additional hours to reflect the needs of hirers eg some bookings may need cleaning services before, during and after their booking; some may only require cleaning services after their event; some may require assistance with setting up/putting away community room furniture, some may not require assistance at all.
- Potential option to provide holiday/sickness cover for other parish council hourly paid staff eg litter pickers and asset checking.

### Person Specification:

- Must be able to work evenings and weekends.
- Must be reasonably fit with no medical conditions that may pose a threat to their safety when working alone on site.
- Must be able to adequately carry out physical side of duties eg scrubbing, lifting, bending, moving tables etc. The muddy changing rooms can be hard work.
- Must be self-reliant and self-motivated.
- Must be happy to work alone on isolated site.
- Experience of caretaking an advantage.
- Experience of cleaning similar premises an advantage.
- Good general education, to enable understanding of basic legislative requirements and processes necessary to ensure compliance.
- Honest, reliable, trustworthy.
- Be able to work within Coronavirus guidelines.
- Must be willing to undertake relevant training eg legionella awareness (online short course).

**Hours and Rates of Pay:**

- Rate of pay is currently £8.72 per hour.
- The number and extent of cleans required will vary over time depending on the hirers of the community facilities.
- It is currently anticipated that as a minimum during the pandemic that full cleans will be required on a Saturday evening following football bookings and at least once during the week. Minimum of 4 hours.
- Additional hours to be paid at the same hourly rate.

**Benefits:**

- The parish council operates a NEST pension scheme and will make contributions if you are eligible for automatic enrolment. If you are not eligible for automatic enrolment you can still choose to join if you wish and make your own contributions.
- 28 days holiday (including bank holidays) pro rata.

**Equipment:**

- All necessary equipment and consumables will be provided on site and it should not be necessary for you to bring any of your own equipment to the pavilion.
- Please ensure you *never* bring any electrical appliances to the pavilion (as they will not have been subject to Portable Appliance Tests like the parish council owned equipment).
- Should you identify a piece of equipment or consumable that would assist your duties please inform the parish council and we will arrange for purchase etc.
- You will be provided with washable aprons, face masks and gloves for general duties. Please ensure you wash all clothing when you return home.
- There will also be disposable aprons, gloves and masks provided for any special cleans required. All used items should be bagged and disposed of in the general waste.
- Staff can select their own washable gloves and masks to ensure comfort & cater for personal preference and the council will purchase or refund the cost.

## Schedule of Duties

### Cleaning:

- Collect any litter from the car park/frontage area and from all the rear grounds.
- Clean exterior touchpoints eg handrails, doors, handles, shutters.
- Thoroughly sweep and mop/wash the floors throughout the building. Note that the changing village and corridors can get very muddy.
- Clean walls, sinks, fixtures, showers, doors etc throughout changing village paying special attention to touchpoints.
- Thoroughly clean all toilet rooms and toilets, leave cleaner in toilets, clean the sinks, doors, floors etc paying special attention to touchpoints.
- Thoroughly clean all surfaces in the community room and corridors paying particular attention to touchpoints.
- Thoroughly clean all surfaces and appliances (including inside) in the kitchen paying particular attention to touchpoints.
- Dust/remove cobwebs throughout as necessary.
- Clean windows inside & out periodically.
- Check all dispensers (eg soap / sanitizer) and fill as necessary.
- Empty all litter bins throughout the inside of the pavilion complex and grounds.
- Empty the small bins in the ladies & disabled toilets and replenish the feminine hygiene bags in the dispensers as necessary.
- Ensure each toilet has a roll of toilet tissue on the dispenser plus one spare toilet tissue roll and replenish as necessary.
- All litter collected, and rubbish generated, to be disposed of in the wheelie bins at the front of the site.
- Any recyclable materials that you have been able to segregate, can be placed in the recycling wheelie bin at the front of the site.
- Should anyone be taken ill at the site, it will need to be re-cleaned before the next hirer attends. Should anyone test positive for Coronavirus and have recently attended the site, it will need to be re-cleaned before the next hirer attends.

### Fire Regulation Compliance:

- **Weekly:**
  - Test the fire alarm control panel.
  - Check that the fire-fighting equipment is in place and in good condition.
  - Check that the fire exits are clear and safe.
  - Check that the emergency lighting signage is operational & replace any batteries as necessary.
- **Quarterly:** Simulate a mains failure of specific duration and check emergency lighting compliance.

### Water Regulation Compliance:

- **Each week:** Flush all outlets for 2 minutes.
- **Monthly:** Measure and record hot and cold water temperatures.
- **Quarterly:** Dismantle, clean and descale shower heads and hoses.
- **Annually:** Dismantle, clean and descale tap heads.

### First Aid and Defibrillator:

- **Each week:** Check posters on display and first aid kits in place; check defibrillator status. Take remedial actions as necessary.
- **Monthly:** Complete inventory check on first aid boxes & replenish items as necessary; check accident log book to ensure no completed sheets still inside; advise Guardians of status of defibrillator.
- **Ad Hoc:** monitor expiry dates for defibrillator and first aid consumables, advising the parish clerk when replacements are required.

**Environmental Health Compliance:**

- Thoroughly clean all kitchen surfaces, cupboards, floor, doors, shutters, sinks and appliances (including inside fridges, oven, dishwasher etc).
- Monitor temperature in fridges.
- Ensure supplies of consumables such as dishwasher tablets, washing up liquid are replenished as necessary.
- Dispose of any perishables that may have been left at the site by hirers in error.

**Weekly Site Maintenance:**

- Visually check the inside & outside of the building for any signs of damage/vandalism etc that may need addressing
- Check all light-bulbs are operational and replace as necessary.
- Check all signage is in place and in a good state of repair.
- Check adequate catering and cleaning supplies are present.
- Carry out any repair works identified to you by the clerk eg broken chairs.
- Advise the clerk of any issues arising.

**General:**

- Complete the tick-sheet and log books (eg statutory fire logs, legionella logs, fridge temperatures etc) for the week, making a note of any comments, and sign/date the forms.
- Report any consumables or equipment that needs replacing to the clerk.
- Photograph and report any incidence where hirers have left the pavilion and/or equipment in unacceptable condition.

## Lone Worker Advice

The parish council takes its responsibility towards your safety very seriously and request your assistance to minimize any hazards associated with working on your own at the pavilion site.

In general, the site and the tasks are low risk, however it is impossible to fully eliminate all risks and you should be particularly careful of slip hazards when the floor is wet or trip hazards when changing light bulbs etc.

### The parish council will:

- Full training will be provided on the use of the machinery and equipment.
- Full training will be provided on the tasks to be undertaken.
- The parish council seeks to ensure that all the necessary equipment you may need is provided, but if you identify a product that would be useful please let us know.
- The parish council seeks to provide all necessary protective equipment, but please let us know if there are other items that you would find useful.
- The parish council will supervise you or contact you periodically to check that everything is satisfactory, but you are more than welcome to contact the parish council at any time to discuss any issue.

### You should:

- Never place yourself in any danger when carrying out any of your duties.
- Co-operate with the parish council with regard to measures designed to protect your health and safety eg attend training and wear protective clothing.
- Fully familiarize yourself with the contents of the Health & Safety at Work poster.
- Fully familiarize yourself with the products and consumables, and follow any advice contained on the labels or on the COSHH sheets within the Pavilion Manual eg wearing protective gloves.
- Make sure you fully understand any emergency measures that must be taken if something goes wrong eg a substance gets into your eyes.
- Always take a fully charged mobile phone with you to the pavilion in case of emergencies (there is no telephone on site).
- Always try to tell someone where you are going and when you expect to return (in case you are taken poorly whilst on site).
- Fully familiarize yourself with the fire regulations, evacuation and other advice contained within the Pavilion Manual, making sure you comply with the guidance contained within.
- Fully familiarize yourself with the location and contents of first aid kits in case you require any treatment. Should an incident occur, please make sure it is recorded in the accident book and reported to the parish council as soon as possible.
- Take care when lifting potentially heavy loads eg full refuse sacks. Make sure you protect your back by bending your knees and keeping your back straight.
- Always use the correct equipment and protective clothing eg when picking up litter, always use the litter picker and wear protective gloves to protect yourself from cuts.
- Advise the parish council of any issues that you identify that may pose a risk to your health and safety so that swift remedial action can be taken.

### Contact:

You are welcome to contact either of the two people listed below whenever you need to. The council will also periodically call into the pavilion to check how things are progressing and discuss any issues that may arise.

- Mrs Laurie Eagling, Clerk to Pitstone Parish Council, 9 Warwick Road, Pitstone, Beds, LU7 9FE. Tel: 01296 767261. Email: [parishclerk@pitstone.co.uk](mailto:parishclerk@pitstone.co.uk).
- Mr Bob Saintey, Chairman of the Sports & Leisure Committee, 2 Albion Road, Pitstone, Beds, LU7 9AY. Tel: 01296 668633. Email: [bob.saintey@pitstonepc.org](mailto:bob.saintey@pitstonepc.org)

### Further Advice:

- Further advice from the Health and Safety Executive is available at <http://www.hse.gov.uk/pubns/indg73.pdf>
- Further advice about working safely during the Coronavirus pandemic is available at <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

## **Coronavirus Advice**

The safety of all our staff, hirers and their guests is of paramount importance.

- You must follow the general coronavirus guidelines and socially distance from anyone outside your bubble.
- You must ensure that you comply with the rule of 6 eg if you are attending site to provide services during a hire period you should not mingle with an existing group of 6.
- You must use hand sanitizer on entering any part of the complex and wash hands for 20 seconds regularly.
- Face masks should be worn if there are other people at the site.
- Wear your personal protective equipment.
- You must clean all utensils and consumable bottles etc that you may require before and after use to avoid cross contamination.
- Please wash your clothing, including PPE, when you return home.
- You must not enter the premises if you are feeling unwell, have recently tested positive for Coronavirus or have been in close contact with someone who has tested positive.