

Pitstone Parish Council

Pitstone Pavilion Cleaner

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 monitor and 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 dispose of all rubbish in the wheelie bins.
- 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.
- Flexibility to provide holiday/sickness cover for other parish council hourly paid staff eg litter pickers, completely discretionary at the time of the request.

Person Specification:

- Must be able to work evenings and weekends if necessary.
- 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 cleaning similar premises and/or caretaking an advantage.
- Honest, reliable, trustworthy.
- Be able to work within Coronavirus guidelines.

Hours and Rates of Pay:

- Rate of pay is currently £10.00 per hour.
- The number and extent of cleans required will vary over time depending on the hirers of the community facilities.
- As a guideline:
 - we have lots of weekend football bookings which would require a full clean of both ends of the building afterwards (there is a possibility of being able to offer cleaning service to Saturday football hirers that would be an added advantage).
 - In the community room half, a youth café operates on a Wednesday evening, council meetings on a Thursday evening and yoga on Tues mornings/evenings. There is also football training & friendly matches on weekday evenings.
- 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.
- Beat out door mats to remove debris.
- Clean walls, sinks, fixtures, showers, doors, skirting 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.
- Thoroughly clean all kitchen surfaces, cupboards, floor, doors, shutters, sinks and appliances (including inside fridges, oven, dishwasher etc), paying particular attention to touchpoints.
- 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.
- Dust/remove cobwebs throughout as necessary.
- Clean windows inside & out periodically.
- Check all dispensers (eg soap / sanitizer / toilet paper) 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.
- 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.
- Check adequate cleaning supplies are present and advise the clerk of any purchases necessary.
- 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.
- Mr Bob Saintey, Chairman of the Sports & Leisure Committee, 2 Albion Road, Pitstone, Beds, LU7 9AY. Tel: 01296 668633. Email: 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.