



BLISLAND PARISH COUNCIL

Parish Clerk: Tammy White, BA (Hons), MSc, PGDip, MRTPI

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Job Description – Cleaner

1. Overall Responsibilities

To clean the public toilets adjacent to the Village Institute and the Village Institute building maintaining a high standard of cleanliness at all times. In undertaking your cleaning duties, you are to ensure that duties are conducted in a safe and appropriate manner and adhere to all relevant health and safety procedures.

2. Specific Responsibilities

To clean and sanitise the toilets & washbasins daily (except Saturdays and Sundays) and check the area for any maintenance issues. Specifically, at least once a week, the toilet floors are to be mopped and dried and the area outside the toilets to be swept. The Village Institute building to be kept clean, dusted and swept weekly (or as required) and the bins emptied.

3. Responsibilities

It is the responsibility of the cleaner to report to the Parish Clerk any maintenance issues and ensure that requests for replacement equipment and or consumables are made to the clerk at the end of each calendar month. A cleaning record sheet and timesheet must be submitted to the Clerk monthly.