



**CHIPPENHAM
TOWN COUNCIL**
Improving the quality of town life

Job Description

Job Title: Cleaning Assistant

Reporting to: Head of Venues

Contract: Permanent

Hours: 22 per week

Salary: £9.65 per hour

Location: Chippenham Town Council, High Street, Chippenham

Main Purpose of Role:

To carry out cleaning services at the Town Hall and Neeld to ensure the premises are presented to a high standard to both the public and officers of the Council.

Main Duties and Responsibilities:

Day to day cleaning of washrooms, kitchens, offices, corridors, walkways and staircases following a schedule of cleaning set out by the Head of Venues. Ensure sufficient washroom supplies are available for customer use and liaise with the Head of Venues to ensure the correct stock levels are maintained.

Be pro-active in relation to recycling of waste and work toward using cleaning products to sustain a green environment.

Special Conditions of the Post:

The post holder will be expected to be a keyholder and may be responsible for unlocking the premises and will need to act in a responsible manner when attending to security.

Primary Relationships

Head of Venues, Facilities Supervisor, Venues Booking & Box Office Coordinator.

Person Specification	Essential	Desirable
Experience & Knowledge		
Previous cleaning experience in a similar organisation	✓	
Able to manage tasks to ensure the most efficient method of working	✓	
Work alone	✓	
Skills and Attributes		
Good time keeping	✓	
Honesty	✓	
Work with discretion and in a confidential manner	✓	
Take pride in the tasks performed	✓	

Equal Opportunities

Chippenham Town Council aims to be an Equal Opportunities Employer and has equal opportunities policies with which you are expected to comply at all times. The Council condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias, irrespective of disability, race, religion or beliefs, nationality, ethnic origin, age, sexual orientation, gender or marital status.