

Role Description and Employee Specification

Job Title:	Casual Relief Cleaner	Location:	Coleford
Department:	Property and Assets	Service:	Finance and Resources
Reports to:	Property and Estates Manager	Working Hours:	As needed
Salary:	£13.37 Per Hour	Job Grade:	Grade 3, SCP 6
Contract Type:	Casual 0 - 14 Hours per week	Direct Reports:	None

Overall purpose of the Post:	To operate as cover for our 'in house' building cleaning service, responsible for undertaking the buildings cleaning service at the Coleford offices.
Key Tasks and Responsibilities:	• Under the supervision of your line manager, be responsible for the efficient cleanliness of the internal areas of the office buildings to a high standard using supplied equipment and cleaning materials as provided. • Deliver a high standard of cleaning of the main reception, offices, kitchens, corridors, toilets, shower rooms and stairwells, including vacuuming and wet moping. • To safely use any cleaning agents as part of cleaning operations following appropriate COSHH regulations. • To replenish toilet rolls, kitchen rolls, soap in dispensers and paper towels. To notify the line manager when any materials or cleaning agents are low or cleaning machinery is not working correctly. • Comply with the organisation's health and safety policies and safe systems of working. • Work in compliance with the codes of conduct, regulations (including financial) and policies of the organisation. • Exercise proper and absolute integrity in respect of all confidential matters and the confidentiality of personal and sensitive information in line with current data protection legislation. The responsibilities outlined are not intended to totally encompass or define all tasks that may be required of the post-holder. The post-holder

	will be required to undertake duties commensurate to the grade of this position.
Essential Requirements – Knowledge, Qualifications, Skills, Abilities and Experience:	Have basic knowledge and understanding of importance of adhering to health and safety requirements within cleansing activities, including awareness of COSHH. Must be a proactive team member with a positive attitude and customer focussed approach to work and take pride in job, committed to achieving high standards of cleanliness and hygiene. • Ability to maintain a neat, tidy and clean personal appearance. • Ability to clean to a high-quality standard. • Ability to work to a timescale. • Ability to be flexible in approach, thorough and hard working. • Ability to read and follow basic information and instructions. • Ability to maintain a quality service delivery and to work with minimum supervision. • Ability to communicate with work colleagues, customers and management in a courteous. and helpful manner and share information as required. • Ability to operate within the values of the Company.
Desirable Requirements Qualifications, Skills and Abilities:	Previous experience working as a cleaner.
General Accountabilities:	The post holder is responsible for maintaining a safe work environment and ensuring as far as reasonably practicable that safe working practices are adopted by employees within this work environment. Work in compliance with the Codes of Conduct, Regulations and policies of the council.

Special Conditions:	You will be expected to work reasonable additional hours in line with the needs of the service. There may be a requirement to work at other locations to meet the needs of the business. Full UK Driving Licence. Ability to travel / access to a vehicle for work purposes. Politically restricted postholders are restricted from canvassing on behalf of a political party or for a person who is, or seeks to be, a candidate for election to a local authority, the House of Commons.		
Date Reviewed:	08/09/2026	Reviewed By:	Jasmine Lue
Checked by HRBP		Date of Issue:	08/09/2026