



Are you our new
**Caretaker /
Cleaner?**

Bay of Colwyn Town Council

JOB VACANCY PACK

Bay of Colwyn Town Council

About the Role

The Town Council is seeking to appoint a reliable and trustworthy individual to work as part of a small and friendly team. Previous commercial cleaning experience is essential, together with the ability to work flexible hours (including occasional evenings or weekends) and living within 5-10 minutes travelling time of the Town Hall, Rhiw Road, Colwyn Bay. For an informal chat, or further information about the role, please contact the Town Clerk, Mrs Tina Earley, on 01492 532248.

Please find the detailed job description and person specification on the following pages ...

Hours of Work

This is a part-time role with a guaranteed minimum of six hours per week. You will be paid monthly, directly into your bank account. Core working hours will be agreed with the successful applicant, but are expected to be worked over a minimum of three days per week. Additional hours may be available for occasional evening/weekend working.

Salary

The appointment will be made according to the Local Government pay scales, based on salary scale point 2, currently £12.26 per hour.

Holidays

You will be entitled to the equivalent of 25 days holidays per annum, plus Bank Holidays

(pro-rata, based on hours worked)

JOB DESCRIPTION

Post Title: Caretaker/Cleaner (Part-time)
Location: Town Hall, Rhiw Road, Colwyn Bay
Line Manager: ***Town Clerk***

Key tasks and Responsibilities:

Cleaning and Maintenance

1. Cleaning all areas, including meeting rooms, offices, toilets, kitchen and external areas, ensuring they are maintained in accordance with the Town Council's policies and procedures.
2. Cleaning will include, but is not exclusive to; mopping, sweeping floors, vacuuming, polishing, dusting, cleaning toilets, emptying bins/recycling containers and general up-keep of the building.
3. To use cleaning equipment and materials in the prescribed manner, accepting responsibility for the equipment used and ensuring the safe usage and storage of such equipment and materials, in accordance with COSHH regulations.
4. To carry out any day-to-day maintenance issues such as minor repairs, changing light bulbs etc and reporting any larger maintenance issues to the Clerk.
5. Moving furniture and equipment and occasional washing-up, as required.

Administrative

6. Ensure the Town Hall has adequate supplies of cleaning materials by communicating with the Assistant Clerk.
7. Completion of task lists in accordance with daily, weekly and monthly tasks.

General

8. Undertaking all activities in compliance with Bay of Colwyn Town Council's policies and procedures, with reference to equality and health and safety laws

and in accordance with Risk Assessment and Management reports.

9. Carrying out any other duties within the scope of the post.

10. Carrying out any other reasonable instructions of the Town Clerk, as necessary.

Working conditions

The post holder will work in a pleasant office environment, but must be prepared to occasionally work alone and unsupervised. All necessary safety equipment and personal protective equipment will be provided by the Council.

Person Specification

(Essential/Desirable)

- | | |
|---|---|
| • Previous experience in a caretaking/cleaning role | E |
| • Ability to work on own initiative, unsupervised | E |
| • Thorough understanding of relevant health & safety regs | D |
| • Flexibility to work occasional evenings/weekends | E |
| • Ability to respond to emergency call-outs in 5-10 mins | E |
| • Good standard of general education | D |
| • Good communication skills | E |

Ready to Apply?...

Excellent, we're glad you want to apply and we want to make it as simple as possible.

All you need to do is download the application form from our website www.colwyn-tc.gov.uk , fill it in and either drop it in to the Town Hall, or e-mail it to us at: clerk@colwyn-tc.gov.uk - please give us a call on 01492 532248 if you require a hard copy posting out.

The deadline for receipt of applications is **Monday 10th March 2025.**