

## Kent County Council

Job Description: *Cleaner/Caretaker*

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**Directorate:** Growth, Environment and Transport

**Unit/Section:** Country Parks

**Grade:** KR3

**Responsible to:** Visitor Experience Manager

### **Purpose of the Job:**

To keep the visitor centre and adjacent areas clean and tidy, and carry out general caretaking duties, including small maintenance tasks and repairs.

### **Main duties and responsibilities:**

- To clean public areas to a high standard, including dusting, vacuuming, mopping floors, cleaning toilets, emptying bins etc.
- To maintain Supplies of consumables e.g. toilet paper, cleaning products.
- To clear rubbish from the visitor centre, café and other public areas into recycling facilities.
- To deal with emergency cleaning issues as they arise e.g. spillages.
- To carry out minor maintenance tasks such as painting, and fence repairs.
- To complete weekly fire alarm tests.
- To complete weekly building inspections and report to contractors, maintenance required.
- To update the COSHH files.
- To clean other site areas including the office, volunteers' room and function space as directed by the Visitor Services Manager.
- To assist with stock checking.
- To report any defects with the equipment.
- To present a pleasant and helpful manner to the general public at all times.
- To participate in any relevant training for the duties of this post as required.
- To comply with standard employee Health & Safety at Work responsibilities, and with the Councils Equal Opportunities policy.
- To carry out other associated duties as may be assigned by senior members of the Visitor Services Team.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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## Person Specification: *Cleaner/Caretaker*

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Educated to GCSE level or equivalent</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Previous experience of working in a public facing environment</li> <li>• Previous experience of cleaning/caretaking duties</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Able to use a range of basic tools and machinery associated with the post, such as cleaning equipment</li> <li>• Flexible- willing to switch between roles, and cover additional hours as required</li> <li>• Reliable, punctual and trustworthy with cash and other valuables</li> <li>• Ability to work in a team and on your own initiative. Willing to muck in and help out, from cleaning to greeting VIP's</li> <li>• Good communicator – able to answer basic enquiries from the public (with training/knowledge provided) or find someone who can</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• COSHH awareness</li> </ul>
<b>BEHAVIOURS AND KENT VALUES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>• We are <b>curious</b> to innovate and improve</li> <li>• We are <b>compassionate</b>, understanding and respectful to all</li> <li>• We are <b>strong together</b> by sharing knowledge</li> <li>• We are all <b>responsible</b> for the difference we make</li> </ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want</p>

	<p>people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p>
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