

Grange Town Council – Victoria Hall

Hall Cleaner Job Description

Job Title:	Hall Cleaner
Salary:	Initial pay rate £14.84 per hour (SCP LC1 13-17)
Location:	Victoria Hall, Grange-over-Sands, LA11 6DP
Duration:	Permanent contract, part time, 8 hours per week, flexible
Reports to:	Hall Manager
Benefits:	Local Government Pension Scheme, some flexibility in work pattern

The Victoria Hall

The Town Council runs the Hall as a vibrant Community Venue, offering spaces for local people and visitors to use for events and activities. The Hall Cleaner works with the Hall Manager and team to provide a friendly and safe environment for everyone to enjoy.

Duties

- a. Assist with the running of the Hall by keeping it clean and well presented.
- b. Assist with other tasks as requested by the Hall Manager.
- c. Comply with Council Policies and Procedures and Risk Assessments.
- d. Undertake any duties and training as may be required.

Person Specification

Criteria	Essential Requirements	Desirable Requirements
Education and Training	Willing to undertake training as required	Understanding of COSHH requirements
Skills	Good practical and cleaning skills Good communication skills Physical ability to undertake cleaning	Experience in a similar role Ability to use email, Outlook calendar and WhatsApp.