

1. **Contract/ Role Title:**

The title of the role which you are contracted to do is **CLEANER/CARETAKER OF KERRY PUBLIC CONVENIENCES ON BEHALF OF KERRY COMMUNITY COUNCIL** for a period of **24 months from 1st April 2024**.

The day-to-day duties are set out in section 3 below.

The Council may from time to time wish to negotiate amendments to the job description and in addition to the duties set out; you may at any time be requested to undertake additional or other duties as necessary to meet the requirements of the Council.

2. **Duties:**

- a) To be key holder and as such be available in an emergency to provide access to the building 24 hours.
 - b) To clean and to maintain at an acceptable level twice daily; in the early morning and checked again during early evening.
 - c) To provide continuation of service by appointing adequate staffing levels to cover sickness and holiday periods.
 - d) To ensure the safe keeping and store under lock and key all hazardous cleaning materials and sanitary consumable items.
 - e) To keep records and receipts for the purchase of all cleaning materials, light bulbs, and sanitary consumable items either as expenses or via the Council's preferred supplier, as instructed. Reimbursement for these expenses to be made monthly following the next scheduled Council meeting on the receipt of your accounts to the Clerk.
 - f) Weekly - To prevent legionella, raise the water temperature to 60C and circulate it through all pipes.
 - g) The Council is financially responsible for the provision of all hand dryers, sanitary bins, the yearly service of the water management service and the biennial electrical inspection.
 - h) You are required to inform the Council, via contact to the Clerk, of any damage caused or maintenance required at the site immediately.
3. Contractor is responsible for maintaining daily, weekly, and general checklists to demonstrate that the contracted activities have been completed.
4. Relevant COSHH Data file, risk assessment and appropriate First Aid kit to be maintained by contractor.
5. The Council will carry out regular audits to ensure compliance.

FOR FULL TENDER SPECIFICATION PLEASE VISIT

[http://www.kerrycommunitycouncil.gov.uk/Tender Quotation Submission Requests 46069.aspx](http://www.kerrycommunitycouncil.gov.uk/Tender%20Quotation%20Submission%20Requests%2046069.aspx) or email clerk - clerk@kerrycommunitycouncil.gov.uk

Tender submissions/ Quotations to be received by the Clerk no later than 20th January 2024.
Submissions by post or email as detailed in the tender specification.