

**Hartshill Community Centre
Cleaner/Caretaker**

JOB DESCRIPTION

Job title:	Centre Cleaner Caretaker
Responsible to:	Hartshill Parish Council
Term:	Permanent contract 6 hours per week with a view to increase this over time. Some evening and weekend work may be required.
Base:	Hartshill Community Centre, Hartshill, Nuneaton.
Salary:	NJC Scale 2 £9.21 per hour (to be reviewed after 2 months and then reviewed annually).
Purpose of post:	To be responsible for maintaining high standards of cleanliness and efficiency of the Centre by performing various cleaning and light maintenance duties. To make sure the Centre is open on time for various hirers of the building and to make sure it clean and secure before locking up after them.

Overview

Hartshill Community Centre is a community building next to Holy Trinity Church Hartshill. It is run by the Parish Council for the Community of Hartshill. The successful post holder will be expected to be able to clean to a high standard, carry out light maintenance work, be reliable, an excellent timekeeper and work with a minimum of supervision. Ideally the successful candidate will live locally (but this is not essential) as opening and locking up of the building will be required,

Key responsibilities:

Maintaining a clean and safe centre

- Cleaning all areas, including meeting rooms, the office, toilets and kitchens and ensuring they are maintained in accordance with the Centre's high standards.
- Cleaning will include, but is not exclusive, mopping, sweeping floors, vacuuming, polishing, dusting, cleaning toilets and general up keep of the Centre.
- 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.
- Moving furniture and equipment, as required.
- Opening and Locking up the building for and after hirers. This can require some evening and weekend work.

Administrative

- To ensure the centre has adequate supplies of cleaning materials by communicating to the Clerk.
- Completion of timesheets.

General

- To undertake all activities in compliance with Hartshill Parish Council's policies and procedures, with reference to equality and health and safety and to adhere to the Covid-19 Risk Assessment of the building.
- To carry out any other duties within the scope of the post.

Terms and Conditions

Salary: NJC Scale 2 £9.21 per hour (to be reviewed after 2 months and then reviewed annually).

Hours of work: 6 hours per week with a view to increasing this over time.
Evening and Weekend work may sometimes be required.

Probation period: 6 months

Notice period: Two weeks

Apply by forwarding on a CV & Covering Letter to the clerk at

hartshillparishcouncil@gmail.com or via post to

Parish Clerk, Hartshill Community Centre, Church Road, Hartshill, CV10 0LY

All CV's and Covering Letters will be considered up to 18th September but not after.

Interviews to take place on 25th September 2020 from 11am at the Community Centre.

Person Specification

Experience	Essential / Desirable
Previous experience of caretaking premises, including cleaning	D
Experience of using cleaning materials	E
Basic DIY skills	D
Knowledge	
A working knowledge of Health & Safety	E
Skills & Abilities	
Good communication skills	E
To be able to lift and handle heavy and cumbersome items	E
Ability to prioritise own workload	E
Attention to detail	E

Personal Attributes	
Reliability and good time-keeping	E
Take pride in a job well done	E
'Can-do' attitude and willingness to learn	E
Flexible and willing to work outside normal working hours on occasion to meet the needs of the Centre	E
Self-motivated and able to act on own initiative	E
Friendly, polite and helpful to centre users	E