**Caretaker/Cleaner posts**

We are looking for 3 caretakers/cleaners to work in rotation ensuring opening for activities over the weekend and cleaning during the week. Some flexibility in shift pattern will be allowed as long as cover for the weekend shifts is provided within the job

**Job Description**

Job Title:                 Caretaker / Cleaner X 3

Place of work:         The Green Community Centre

Hours of work:         9 hours a week, hours of work will be mostly flexible but Saturday 12:00-17:00, 17:00-22:00 or Sunday 12:00 – 19:00 will be one of your shifts.

During Monday to Friday we are expecting 2 hours a day cleaning, preferably during early afternoon, or late evening.

27 hours a week will be shared between 3 people on a rota basis covering holidays and absences.

                                This role may suit a job sharer.

 Salary:                    £10.20 an hour; Nunhead's Voice is a London Living Wage employer

 Reports to:              Centre Manager

**Summary of job**

There are 2 main aspects to the job:

* During the week, you will be expected to maintain the cleanliness of the centre to the agreed cleaning schedule and standard, undertake minor repairs and planned maintenance, and report any other issues regarding the premises to duty manager. You will be expected to maintain stock of cleaning and hygiene products and comply with COSHH and health and safety regulations. You will also be expected to set up/clear up rooms before/after specific activities and assist with moving equipment if necessary. Maintenance of premises, small repairs and maintenance of the garden will be part of the job.
* During the weekend, in addition to maintaining the cleanliness of the centre, you will be expected to set up/clear down rooms after private hires, be on hand to hirers with any reasonable requests, assist with equipment and prepare the centre for the following day.

You will be a key holder and be expected to secure and lock up premises at the end of the day.

 **Main Duties**

1. Opening and closing of The Green Community Centre as required.
2. Act as a fire marshal during shift cover
3. Liaising with hirers during the hire period and making sure they have all the necessary equipment, arrangements and supplies as requested
4. Checking the rooms before and after each booking with the user to ensure that they have been left in line with the contract of hire.  Recording any issues and taking photos if required.
5. Ensuring that external rubbish is stored appropriately.
6. Cleaning and tidying of the internal and external building in all areas – as per rota - to ensure a high standard of cleaning is maintained throughout The Green
7. Keep paths, entrances free of objects, ice and snow to ensure the safety of centre users, staff and visitors.
8. Ensuring that the replenishment of toiletries is carried out
9. To report low levels of cleaning supplies and any defects or issues relating to The Green.
10. To carry out basic maintenance tasks within The Green using the provided tools and power tools
11. Ensure that clear passage is maintained on fire escape routes
12. To ensure that all health and safety requirements of The Green and law are maintained at all times to ensure safety of all staff, volunteers and The Green users
13. Completion of daily time sheets and completion of daily diary and logging in procedures
14. Completion of site check sheets
15. Undertake any other duties as may be required from time to time

**The Following job criteria will be used to shortlist the applications and select successful candidate/s**

1. Be adaptable and able to commit to flexible work schedules
2. Be able to communicate well with people of all levels.
3. Be able to follow and strictly adhere to instructions regarding preparation for and cleaning up after activities.
4. Have previous experience of cleaning/caretaking work in a similar environment.
5. Basic maintenance skills
6. Be able to prioritise duties in a busy environment.
7. Be able to work independently and as part of a team.
8. Be able to build and maintain good relationships with all team members
9. Have a commitment to Equal Opportunities policies and procedures.
10. Have a commitment to Health and Safety policies and procedures.