

JOB DESCRIPTION – CARETAKER/CLEANER

Overall Responsibilities

To provide caretaking and cleaning services to ensure that the Community Building is maintained in a clean, secure and safe condition.

Responsible for opening and closing of the building.

Ensuring that all rooms and facilities are set up and set down as required.

Specific Responsibilities

1. To be responsible for the cleaning and maintenance of the building, ensuring the security of the building when on site.
2. To ensure the safety of all users during their visit to the building.
3. To ensure all rooms and facilities are cleaned at the required standard of cleanliness and tidiness at all times.
4. Regularly clean all internal and external windows and doors.
5. Maintain the toilet facilities to a high hygienic standard ensuring all consumables are replaced as necessary. This may include cleaning after accidental soils and spillages by users of the building
6. To ensure the building and all equipment is kept secure at all times and ensure the building is secured and alarmed after each use.
7. To carry out low level maintenance repairs as required around the building.
8. Inspect the building, including the heating, cooling, lighting and alarm systems to make sure they are in good working order.
9. To meet and liaise with contractors carrying out safety checks.
10. You must cooperate in all matters relating to health and safety and implement all procedures required within the job role. Any risks must be highlighted to the Clerk.

10 hours a week (flexible).

The salary is £13.50 per hour with additional payment per open and close for additional hours worked due to bookings.

This position is subject to an enhanced DBS check.