

**Job Description**

**Job Title:** Part Time Janitor/Cleaner

**Reports to:** Hub Manager

**Based:** Craigsfarm Community Hub, Maree Walk, Livingston EH54 5BP

**Salary:** £10.42 per hour or NMW at age level as appropriate

**Hours:** 16 per week (evening and weeks included)

The position is a temporary position for one month with a possibility of renewal.

**Purpose**

|  |
| --- |
| The purpose of this role is to provide part time Janitor/Cleaner support service for Craigsfarm Hub to ensure the building is clean, safe and secure.  The Hub and East Barn are open 7 days a week from 07.00 to 22.00 so evening and weekend work will be essential as part of a rota system. |
|  |

**Key Responsibilities and Main Tasks**

To work with a small Janitorial Team to ensure the Hub and East Barn are open when there are bookings and both buildings are a clean and welcoming area for members of the public to visit for events, meetings and classes. This includes checking public toilets regularly and identifying items for cleaning when required.

The post must ensure that Health and Safety issues are identified and rectified immediately.

The postholder will also carry out general cleaning and janitorial tasks during their shift to include:

* Ensuring the highest-level cleanliness in public areas, toilets and café, checking the building for cleanliness during working times.
* Dealing with the public and directing them within the Hub or East Barn.
* Responsible for the opening or closing of the community hub buildings in response to bookings and ensuring the site is secure.
* Ensure all bins are regularly emptied and new bin liners fitted
* Carrying out daily cleaning duties including: Sweeping and mopping floors, cleaning surfaces such as tables, windowsills, touch points, checking and cleaning toilets throughout the shift.
* Notifying the Hub Manager of any repairs and hazardous areas, carry out minor maintenance repairs tasks such as replacing items/fixtures in state of disrepair and making good any defects where appropriate.
* Dealing with and making safe any acts of vandalism.
* Operation of emergency procedures such as Fire Drills.
* Preparation and dismantling of functions to involve moving chairs and tables, and partitions in community space and requires manual handling.
* Preparation of community spaces which may include setting up spaces for exercise classes including moving and laying mats, moving equipment etc.
* Ensuring correct and up to date records are kept of the activities undertaken during a shift to ensure the Senior staff are aware of the areas of work undertaken.
* Ability to work flexibly to meet the requirements of the business including supporting café staff and helping to ensure the smooth running of the café and building. (This may also include cleaning up after hours catering to ensure the dishwasher is prepared to run when staff are next in).
* Ensure storerooms and cleaning cupboards are kept in a clean and tidy state.
* As required, to receive and deal with delivery and forward to storeroom and/or kitchen, observing food hygiene requirements.
* Refilling and restocking cleaning supplied and ensuring the Hub Administrator is informed in a timely matter of any orders for supplies.
* To cover shifts for colleagues when absent through sickness, annual leave or emergency leave.
* To assist in ice and snow clearing operations as required, including pathways, emergency exists and car parking areas.
* To be responsible for the security of the premises ensuring that windows are closed, doors locked at the end of the day and correct alarm procedures activated accordingly.
* Any other duties identified by the Hub Manager or senior staff.
* **Responsibilities and Main Tasks**

## Person Specification

|  |
| --- |
| * An understanding of current health and safety requirements * Good communication skills * Ability to work as part of a team and support colleagues. * Good practical knowledge of Control of Substances Hazardous to Health (COSHH) * Able to work on own initiative within clear boundaries. * Ability to work a variety of hours and shifts in a 4 person team |

**Skills and Abilities**

|  |
| --- |
| * Good communication skills * ‘Can Do’ attitude * Excellent customer service skills * Ability to deal with issues as they arise knowing what to report on to the Hub Manager * Flexible attitude to tasks and helping out where the activity of the Hub requires it (for example in the café at busy times) * Ability to record tasks undertaken each shift * Flexible attitude to working shifts and unsocial hours * Ability to prioritize workload * Some DIY skills would be highly desirable |

**Personal Attributes**

|  |
| --- |
| * Positivity, energy and enthusiasm * Highly motivated * Team player * High standard of personal presentation and cleanliness * Flexible approach to work activities and routines * Great approach to customers and service focused   If you are interested in applying for this position, please send your CV to: [info@craigsfarm.org.uk](mailto:info@craigsfarm.org.uk) |