Allendale Community Centre

Job Description

JOB TITLE: Cleaner	**HOURS:** 12 hrs per week, mornings (exact hours to be negotiated) **Salary:** Negotiable
REPORTING TO: Theatre Manager	**DIRECT REPORTS:** No direct reports

JOB DESCRIPTION

To clean and service all areas of the Allendale Community Centre, ensuring that a high standard is always maintained.
To open the building as and when required including deactivating/activating the alarm system. Ensure at all times that the health and safety of the community centre users is considered, and any potential risks are minimised when cleaning public areas or using chemicals of any description.

KEY ROLES

Main Job Tasks and Responsibilities

- On a daily basis:
    - Clean all communal and hireable areas of the building, to include wiping all tables and surfaces with antibacterial products, and vacuum carpets.
    - Clean all toilets, maintaining a high level of cleanliness, and restock toilet rolls and handwash dispensers.
    - Clean all offices, including floors and surfaces.
    - Empty all bins throughout the building, ensuring they are placed in correct collection bins (recycling / general waste etc)
- On a weekly basis (minimum – additional may be required depending on scheduled events):
    - Deep clean the Quarter Jack kitchen
    - Deep clean all toilets
    - Mop the Minster Hall and Quarter Jack floors
- Manage the cleaning stock and ensure sufficient supplies are always available to enable cleaning requirements to be met, by placing order requests using the relevant forms and procedures, in a timely manner.
- Ensure COSHH sheets are present for all chemicals being used, and the tracking system has been correctly implemented. Report any discrepancies or missing information to the Management Team.

General tasks and responsibilities

- Ensure the reception area of the Allendale is always clean and clear of obstructions, including putting out wet floor signs and sweeping the foyer when required.

- Exercise a high level of discretion in dealing with personal and confidential information.

- Attend training courses when required and complete all the appropriate Health & Safety requirements for the role.

- Assist when required with any other matter that would facilitate the smooth running of the Allendale Community Centre, or as may reasonably be required by the Management Team.

- Ensure that Health & Safety issues and all ACC policies are strictly adhered to at all times.

No job description can be entirely comprehensive, and the job holder will be expected to adapt and carry out other duties as may be required from time to time, on the understanding that those duties will be within the individual's remit and capability, and consistent with the status and responsibilities of the role within the organisation.

Previous Experience preferred:

- Cleaning experience in a workplace
- Experience of working in public buildings

Key Competencies

- Customer service orientation
- Good communication skills
- Attention to detail
- Time Management
- Physical fitness
- Ability to work under own initiative
- Adaptability
- Reliability