



Job Description

Part Time Cleaner (Self Employed)

at South Brent Old School Community Centre
Totnes Road, South Brent, Devon, TQ10 9BP

Contract Type: Self Employed

Supervisor: Centre Manager (Michelle Parton)

Hours of Work:

- 1 hour per day every weekday in the Community Centre, usually worked in the morning before 9am (although exact timings can be discussed)
- 2 hours per week in the School House Offices (exact timings can be discussed)

Location of Work: in the Community Centre and in the School House Offices

Main Duties

1. Hoovering, sweeping and mopping etc.
2. Cleaning toilets.
3. Replenishing toilet rolls, hand towels, hand soap.
4. Emptying bins and re-lining.
5. Informing the Centre Manager when supplies are running low.
6. Reporting any issues or broken equipment to the Centre Manager.
7. You may occasionally be asked to help with keeping the car park clean and tidy, e.g. clearing up mess or spreading salt in cold weather.
8. Any other reasonable duties commensurate with the role.

Responsibilities

1. Safe handling of cleaning products, following health & safety procedures.
2. Safe lone-working.
3. Keeping an accurate timesheet / record of hours worked, and submitting an invoice each month.
4. Holding keys to the Centre and School House and keeping them safe.
5. Abide by the Charity's Health & Safety Policy.
6. Abide by the Charity's Safeguarding Policy.
7. Abide by the Charity's Lone Working Policy.

To Apply

To apply, please send a letter detailing:

1. why you'd be right for the job,
2. what cleaning experience you have,
3. contact details for two people who can provide a reference for you.

Send your letter to Michelle Parton, Centre Manager: info@theoldschool.org.uk, or drop it into the Centre letterbox outside the main entrance.

Deadline for applications: Sunday 26th January