



Park Farm Community Centre

Adults, Children and Young People working together

Registered Address:

54 Kentmere Avenue, Carr Mill
St Helens, WA11 7PG

Tel No:

01744 754367

Email:

contact@parkfarmcommunitycentre.co.uk

Web:

www.parkfarmcommunitycentre.co.uk

Job Description

Job Title:	Cleaning Operative		
Reporting To:	Centre Manager	Job Code	CLO2021
Location:	Park Farm Community Centre	Travel Required:	No
Hours	10 hours per week Monday to Friday (6.30am – 8.30am)	Position Type:	Fixed Term (12 months)
Salary	£9.50 per hour (Paid monthly)	Gross monthly Salary:	£411.67 per month

Job Description

Purpose of the Role

To be responsible for the general daily cleaning of the Community Centre premises in accordance with a cleaning schedule, under the direction of the Centre Manager whilst ensuring all cleaning materials/equipment are handled safely. The post-holder will be a keyholder.

Main Duties & Responsibilities

- To empty all litter bins in meeting rooms, kitchens, sports Hall, and toilets.
- The cleaning of all surfaces and floors; some furniture, fixtures, and fittings.
- The cleaning of all toilet facilities and the replenishment of washroom consumables.
- Reactive cleaning as required, e.g., removal of marks or scuffs, fluid spillages.
- Some issues may arise which will require logging and escalating to management. In most cases the post holder will be required to act autonomously and, in some cases, make decisions in the absence of a supervisor.
- The care and cleanliness of all equipment used in carrying out the above duties.
- Report safety or maintenance issues to the Centre Manager or to caretaking staff in their absence.
- Other tasks as may reasonably be required that relate to the role.
- Inform appropriate member of staff as and when security or safety risks arise and taking appropriate actions when it is deemed safe to do so.
- The post holder will be required to deliver to excellent standards and to cooperate with performance measurement so that the overall agreed standards are met.

Knowledge & Skills

- The post holder will require knowledge of the use of equipment as necessary to carry out the role and techniques and an understanding of safe working practices
- The post will require a good standard of communication
- Applied knowledge of cleaning practices, and process, and supported by relevant qualifications or demonstrable knowledge in key areas such as Health and Safety would be ideal.
- Demonstrate a passion for high cleaning standards, to resolve issues and/or make improvements
- Demonstrate ability to self-motivate and manage own time
- The post will involve some liaison with other staff and incidental contact with the general-public
- A high degree of customer care and behavioral standards are required.



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Environment

- The post holder will be required to follow an agreed cleaning schedule. A degree of flexibility will be required to account for prevailing conditions. Should unforeseen circumstances arise (such as issues with access; equipment malfunctions; unexpected work/volume of work or other difficulties) this should be agreed in communication with the Centre Manager.
- Work activities and dealing with people both with respect to occupied and unoccupied buildings. Health and safety/customer care processes will be required to be followed.
- As part of the duties of the Cleaning Operative, you will be required to be a key holder. This includes operation of a security alarm system, opening and closing accessible windows and doors, lights and ensuring that premises are left safe and secure.

Health and Safety

All employees are responsible for:

- Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions
- Co-operating with management and following instructions, safe systems, and procedures
- Reporting any hazards, damage, or defects immediately to their line manager; and
- Reporting any personal injury and work-related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed, and controlled, with specialist input sought where necessary.

Reviewed By:	Craig Fryer (Centre Manager)	Date:	07/10/2021
Approved By:	David Bishop (Director)	Date:	07/10/2021