



**WINCANTON COMMUNITY VENTURE**

**JOB DESCRIPTION**

<b>Job Title</b>	Lead Caretaker/Cleaner
<b>Responsible to</b>	Centre Administrator
<b>Work Base</b>	The Balsam Centre
<b>Hours</b>	12+ flexible working late afternoon/evenings from 4.30pm Wednesday and Thursday 4.15pm on Fridays, together with occasional weekend attendance

<b>Main Purpose of Job:</b>
To ensure the cleanliness of the Balsam Centre building and take responsibility for the general security of the building out of hours. Liaise with users, tenants and staff of the Centre to support the activities of the Balsam Centre.
<b>Main Responsibilities and Duties:</b>
<ul style="list-style-type: none"> <li>• Monitor designated areas within the Centre and clean to the appropriate specification as directed by the Centre Administrator and Health and Safety requirements.</li> <li>• Empty waste bins and dispose of refuse bags into bin for fortnightly collection</li> <li>• Wash, clean, polish floors using appropriate machine and cleaning products. Vacuum carpeted areas</li> <li>• Wipe down, dust and polish furniture. Undertake a deep clean during summer holiday periods or as otherwise appropriate, including washing low level to walls, doors, furniture and fixtures</li> <li>• Setting up of rooms including manual handling of tables and equipment</li> <li>• Light maintenance duties</li> <li>• Communicate with users, tenants and staff of the Centre</li> <li>• Responsibility for the building during evenings, including opening and securing of premises using the alarm system</li> <li>• Occasional weekend attendance including opening and securing of the premises</li> <li>• Act as first call out contact, when on duty, for Intruder/Fire alarm activation</li> <li>• Maintain the cleaning store room in a clean, tidy and safe condition</li> <li>• Maintain records of equipment use and materials as required and/or Data Sheets for Control of Substances Harmful to Health</li> <li>• Check tables and chairs for any damage likely to cause injury</li> <li>• Report faults in equipment/breakages to the Centre Administrator as soon as possible by leaving completed information sheet requesting action to be taken</li> <li>• Provide cover for holiday/sick leave periods of the Centre's other cleaners/caretakers</li> <li>• Undertake any other duties that may be reasonably required by the Centre's Management Board.</li> <li>• Ensure that the values of the Wincanton Community Venture are promoted at all times.</li> <li>• To promote and adhere to all policies adopted by the Management Board of Wincanton Community Venture</li> </ul>

**Person Specification:**

- Previous experience of cleaning work in a similar situation
- Ability to lone work and take responsibility for the security of the Centre building
- Able to prioritise workload and work on own initiative
- An understanding of Health & Safety issues including an understanding of cleaning products data sheets and use of personal protective clothing
- Experience of manual handling an advantage but not essential as training can be given
- Pro-active approach
- Flexible and motivated
- Good communication skills
- Live within a 30 minute travel distance of the Centre as he/she will be the first named security key holder
- An understanding of and commitment to work towards the aims of Wincanton Community Venture

**DATA PROTECTION ACT 1998**

All employees who are involved in the processing or handling of computer data have an obligation to comply with the terms of the Data Protection Act 1984.