



Job Description

Job title: Cleaner/Caretaker

Reporting to: Hall Manager

Salary: £2600 per annum/£216.67 pcm/£10 per hour

Annual leave: 28 days pro rata, including public holidays

Location: Exeter St Hall

Contract: This is a permanent, part-time position for 5 hours per week. It's likely that you will spend 2/3 hours per week on a full-clean, with the rest of the time being spent popping in to keep things up to standard. Hours to be agreed with the Hall Manager but the post-holder must be flexible. Occasional weekend working is a requirement.

This job description sets out the scope of the above role, together with the main responsibilities. It does not include or define all the tasks which the role holder may be expected to carry out.

Aim of the Role

Exeter Street Hall needs a hard-working and dependable person to ensure that the Hall is spick and span, and fit for hire at all times.

KEY RESPONSIBILITIES

Cleaning

- Cleaning and upkeep of the building including but not limited to, vacuuming, cleaning toilets, mopping floors, emptying bins.
- Ensuring that recycling is stored appropriately and arranging disposal.
- Sweeping ramp and maintaining outside area.

Maintenance

- Raising maintenance issues with the Hall Manager
- Undertaking small maintenance tasks as required
- Moving furniture and helping to set up for events
- Ensuring that all lights and heating are working effectively, changing light bulbs and occasionally working at height.
- Reading Gas and Electric meters as required.
- Monitoring and setting of heating controls as needed.

Security and Safety

- Undertaking the weekly fire alarm test
- Being the first point of contact in an emergency
- Overall security of the premises including the locking of all windows and doors.

EXETER STREET HALL



- Following the Exeter Street Hall safe working policies and procedures, including Lone Working and safe use of cleaning materials.
- Ensuring all storage and communal areas are kept safe and tidy

SKILLS AND EXPERIENCE

- Flexible approach and enjoy a varied routine
- Happy to start early in the day if needed
- Be physically fit and capable as some heavy lifting may be required.
- Commercial cleaning experience desirable
- Awareness of H&S legislation as it applies to the role
- Previous experience of maintaining a building
- Supportive of the Hall and its ethos

TO APPLY

Please send your CV with a covering letter setting out how you meet the requirements for the role to Kay Stephan kay@miradordevelopment.co.uk.

TheHallGetinvolved Ltd, owners of Exeter Street Hall, take the security of your personal data very seriously. ***In your covering letter, please state that you give your consent for us to process your personal data for the purpose of applying for this role.*** Applications without this statement will unfortunately **NOT** be accepted.

For more information, please see our [Data Privacy Notice](#).

The closing date for this role is Friday **28 September 2018**.

We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.