



Cleaner

Please note this is a temporary contract to be reviewed at the end of the one month period. This contract may be extended on a month to month basis or be made permanent depending on the needs of the business.

Caerphilly Miners Centre for the Community (CMCC) is a charity working to give back a restored part of the Caerphilly Miners hospital to the community, to celebrate our social heritage and to minimise our impact on the environment. Every week more than 500 people visit the building to enjoy activities that will improve their well-being, to volunteer or meet new people or for appointments in our Wellness Hub. We are seeking to cherish our community by offering people a clean, well maintained, warm and welcoming environment. We are looking for a part time cleaner who can contribute to our small but committed and hardworking team. We are a living wage employer, with a 'Can Do' approach. To apply please email your CV to:

sophie.davies@caerphillyminerscentre.org.uk

(This is a rolling recruitment process - suitable applicants will be invited for interview as their CVs are received. We reserve the right to close the applications once a suitable candidate is found.)

Job Description

Hours: 10 hours per week, (out of office hours) plus cover for annual leave/sickness

Salary: £12.00 per hour.

Accountable to: Centre Manager

Location: Caerphilly Miners Centre for the Community CF83 1BJ

Overview

The role of the work is as follows:

Your role is: to provide a high standard of cleaning services for CMCC, contributing to a safe, clean, welcoming and efficient environment.

Your specific job is:

1. To ensure that all areas are clean and are kept free from obstruction creating a safe environment for everyone using the building. To complete daily cleaning sheets as provided. To meet cleaning targets set by your line manager.
2. To support our Zero Waste policy and contribute to recycling and maintaining a green environment.
3. To comply with the CMCC policies and procedures.

Duties

It's not expected that we will be able to list everything you might be asked to do. We're an organisation that's objective is to support the community and to that end you might be asked to do things that are outside of your normal job description.

Person Specification:

You will have to have the following skills, attributes and experiences;

- Experience would be useful, as would any training in this area but training will be provided and required to meet Health & Safety requirements
- Be self-motivated, able to work on own initiative
- Be able to work as part of a supportive team, with a can do approach, and appreciate the contribution of others, and
- A passion for improving, engaging and supporting the local community.
On top of the above you'll need to have the passion to support and engage the local community. The role might not always require you to interact directly with the community, but you'll be required to be an ambassador for the Centre at all times. You will also be expected to:
- Adhere to Caerphilly Miners Centre for the Community's equal opportunities policy, data protection policy and confidentiality statement, copies of which are attached, while fulfilling the obligations in this Agreement.
- Be mindful of Caerphilly Miners Centre for the Community's Welsh Language Scheme, while fulfilling the obligations in this Agreement.
- Inform your line manager of any reason why you may not be able to deliver the above services.

To apply please email you CV to sophie.davies@caerphillyminerscentre.org.uk or drop your CV into the centre.