



## Pinwherry and Pinmore Community Trust | Self-Employed Cleaner Job Description | April 2024

### Job Summary:

Position:	Cleaner (self-employed)
Rate of Pay:	£13.00 per hour
Location:	The Auld School Community Centre, Main Street, Pinwherry
Hours:	8 per week (flexible)
Report to:	Pinwherry and Pinmore Community Development Trust trustees

Pinwherry and Pinmore Community Development Trust is seeking a self-employed Cleaner to clean The Auld School Community Centre; our new community-owned facility in Pinwherry. This opportunity is for an initial two-year period, with the possibility for extension after this. Training will be provided as appropriate.

### Responsibilities:

- a) The following areas should be kept clean as necessary (dependant on Centre usage):
  - All toilet facilities, including floor and mirrors
  - Check that all consumable items (toilet rolls, soap, paper towels etc.) have been replaced.
  - Floor, doors, surfaces and walls in kitchen areas
  - Dust window ledges
  - Sweep and mop floors
  - Clean hallways and entrance areas
  - All touch points (door handles etc)
- b) Replenish supplies of cleaning materials and consumable as appropriate
- c) Notify the Caretaker of any repairs or maintenance required.
- d) To work off own initiative to prioritise and complete tasks efficiently.
- e) To maintain and mark up cleaning schedules

### Person Specification:

- 1) Trustworthy and reliable.
- 2) Meticulous housekeeping and cleaning skills.
- 3) High attention to detail.
- 4) To be physically fit enough to undertake the above duties.

### Conditions of Service:

Due to the nature of the role, it is essential that the Cleaner is flexible in their working hours and is able to work weekends and evenings as required. The Cleaner must:

- Be able and willing to drive and have access to a vehicle or live within walking distance of the Auld School.
- Have sufficient insurance in place.
- Provide their own basic equipment.

The incumbent may nominate a substitute, with the consent of the Trustees, to perform in their place, should they be unavailable.

The Cleaner may be required to provide cover for some aspects of the Caretaker's role.