



An **OnSide** Youth Zone

JOB DESCRIPTION

Job Role: Cleaner

Hours: Up to 12.5hrs per week, spread over up to 5 days (2.5hrs per day). Plus overtime for annual leave and unplanned leave cover

Hours to be worked at 7am-9.30am term time and 6.30am-9am in school holidays. We do occasionally require flexibility in these hours to assist with events.

Salary: £12.60 per hour

Overall aim of position:

To provide a high standard of cleaning and organisation services throughout the Youth Zone. As a crucial member of the team, you will contribute to ensuring that a great first impression is always given to young people, parents and visitors and that all areas of the Youth Zone are safe and clean and organised.

Main Duties and Responsibilities of the Role

- To be responsible for cleaning areas of the Youth Zone, as allocated by the appropriate manager.
- To perform a range of cleaning activities including cleaning toilets, sanitary fittings and surrounds; spot cleaning of spillages; wiping furniture, ledges, pipes, paintwork, doors and polishing door glass; emptying and cleaning bins; mopping and spray-cleaning hard floor surfaces; floor polishing; wiping, polishing and straightening furniture; replenishing supplies in toilets; and moving items of furniture and equipment.
- To take an active role in keeping the CYZ building organised and clutter free.
- To operate cleaning machinery for cleaning soft and hard surfaces, such as vacuum cleaners and floor cleaners.
- To follow opening and closing procedures for the Youth Zone, as directed by the appropriate manager.
- To report immediately any emergency maintenance problems, including toilets and other water fixtures, or hazards to the appropriate manager.
- To actively promote and positively represent the Youth Zone, contributing towards increasing membership and assisting with promotional activities and visits to the Youth Zone.
- To comply with all policies and procedures, with particular reference to safeguarding, codes of conduct, health and safety, and equality and diversity, to ensure all activities are safe, accessible and inclusive.
- To be an active member of the team, carrying out any other reasonable duties as requested by the management team, and operating in line with the values and principles of the Youth Zone.

Person Specification

Selection Criteria A = Application Form I = Interview	Essential or Desirable	Method of Assessment
Experience		
Previous cleaning experience	Essential	A & I
Use of cleaning equipment and machinery	Essential	A, I
Skills		
Ability to communicate clearly and follow instructions	Essential	A & I
Ability to prioritise work and manage time effectively	Essential	A & I
Ability to reach, bend, stoop and kneel	Essential	A & I
Ability to work on own initiative and as part of a team	Essential	A & I
Ability to communicate with a wide range of people and relate well to young people	Essential	A & I
Knowledge		
Knowledge of health and safety issues relating to cleaning	Essential	A & I
Aptitude		
Positive, 'can do' approach	Essential	A & I
Commitment to continuous improvement	Essential	A & I
Special Requirements		
Able to work unsociable hours, predominantly early mornings including weekends	Essential	A & I
Willingness to work additional hours to cover events, holidays and staff absence	Essential	A & I

The strength of the OnSide Network of Youth Zones is the diversity of its people. We place huge value on different people doing things in diverse ways. The one thing we all have in common is our desire to raise the aspirations of young people across the country.

Carlisle Youth Zone is also committed to the safeguarding of young people. This post is subject to an enhanced DBS (Disclosure and Barring Service) check and satisfactory references.