

JOB DESCRIPTION

Job title	Domestic Worker
Report to	Centre Co-ordinator
Hours of work	To be mutually agreed
Salary	£10.42
Location	Moorfield Hall
Contract type	Zero hour contract

Job Purpose
To maintain high levels of cleanliness throughout the community centre.
Essential Duties/Responsibilities:
<ul style="list-style-type: none"> • Cleaning of all areas the community centre. • Vacuuming and mopping floors, cleaning tables and surfaces, cleaning window and door frames, emptying bins and any other ad hoc duties as the role requires. • To manage the cleaning equipment stock control and inform the coordinator in advance of any stock required. • To comply with Health and Safety arrangements and to act in accordance with the ACB Health and Safety Policy and Procedures. • Requires a flexible approach to provide cleaning in the hours that the centre is unoccupied (may include evening, early morning and weekends) • To work at all times within the Values and Mission of Age Concern Birmingham, together with all other agreed policies and procedures of the organisation • To always promote a positive image of Age Concern Birmingham and to establish a professional and confidential working relationship with all staff and volunteers. • Any other task required within the remit of the role.
Skills & Qualifications:
<ul style="list-style-type: none"> • Ability to manage own time to complete the required cleaning of the centre at agreed times of the week.

Special Conditions:
<ul style="list-style-type: none"> • This is a description of the job as it is at present • It does not form part of the contract of employment • Job Descriptions are regularly reviewed and altered when necessary in conjunction with the post holder

Age Concern Birmingham / Jubilee Citizens UK are committed to Safeguarding:
Promoting good practice and prevention of harm and abuse
To ensure allegations of abuse or suspicions are dealt with and the person experiencing abuse is supported

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
<p>Knowledge, Skills and Abilities:</p> <ul style="list-style-type: none"> • Attention to detail • Ability to prioritise own workload • A working knowledge of health and safety requirements • Willing to lone work and be responsible for handling keys and codes for the centre • Willing to use ladders to access high places within the centre • To be able to safely lift and handle heavy and cumbersome items where necessary 	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>X</p>
<p>Experience:</p> <ul style="list-style-type: none"> • Experience of using cleaning materials • Experience cleaning a venue with multiple rooms. 	<p>X</p>	<p>X</p>
<p>Personal Characteristics:</p> <ul style="list-style-type: none"> • Friendly, polite and helpful towards other members of staff and centre users 	<p>X</p>	

To apply for this role, please send a copy of your CV to k.hopkin@ageconcernbirmingham.org.uk