

Job Title: Forres Area Community Trust Cleaner
Employer: Forres Area Community Trust
Pay Scale: Salary as agreed at FACT pay review March 2022 (£9.90 per hour)
Hours of Work: 10 to 15 hours per week
Responsible to: Facilities Co-ordinator
Contract Length: until 31 March 2023 – extension subject to funding and a 3 month probationary period.

About Forres Area Community Trust

Forres Area Community Trust (FACT) works in partnership with a range of organisations and agencies to deliver services and activities that make the Forres Area a better place to live, work and visit. In July 2018 FACT took over the running of the Forres Town Hall from Moray Council and in February 2021 FACT successfully completed a Community Asset Transfer of the building for the people and communities of the Forres Area. FACT now runs a busy community owned venue which hosts various activities from craft making, coffee mornings, birthday parties and wedding parties as well rooms for meetings for various groups and businesses within the locality.

Job Description and Aim

Forres Area Community Trust (FACT) has funding to pay for a Cleaner to clean and help maintain the Forres Town Hall with the General Assistant.

- Must be able to work flexibly, including weekends potentially on a rota basis (to be agreed)
- Maintain the cleanliness of the Town Hall

Person Specification

Essential

- Excellent communication skills and an approachable manner, as occasionally you may be required to interact with the general public
- Ability to work as part of a team and on own initiative
- Must be physically fit as some lifting will be required (training can be given)
- Co-operative attitude
- Must have excellent time keeping and reliability

Key Tasks

- Ensure toilets are kept clean on a regular basis
- Ensure hall floors are swept and mopped.
- Outside of building clean and clear of rubbish.
- Kitchen surfaces and floors are clean, bins emptied throughout the building.
- Ensure office and carpeted areas are vacuumed regularly
- Any appropriate additional cleaning required not specified
- Make the Facilities Coordinator or General Assistant aware of any breakages or Health & Safety concerns
- And any other relevant duties that may arise

This job description reflects the major tasks to be carried out by the post holder and identifies the level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing project needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.