



Lockerbrook General and Domestic Assistant

Responsible to	Lockerbrook Centre Manager
Responsible for	No direct reports
Salary Band	Lower Admin Z6 - Z9 scale, from £22,430 to £24,226 full time equivalent which is £12.32 -£13.18 per hour
Working hours	Required initially March - September up to 14 hours per week. Working days and hours can be flexible but must be in line with business needs. Please contact Centre Manager for more details
Location	Lockerbrook Farm Outdoor Centre, Snake Road, Bamford, S33 0BJ (1 mile up farm track off Snake Pass)
Benefits	Woodcraft Folk is a Real Living Wage employer. All work shifts to be agree a minimum of 4 weeks in advance. 28 days Annual leave + Bank Holiday entitlement (pro rata), pension contributions up to 5%, training options, all equipment and materials provided

Job Purpose

To undertake a range of practical and operational duties maintaining the centre to the highest standards of cleanliness, hygiene and safety.

To work collaboratively in delivering a professional, inclusive and responsive service, ensuring customer service excellence.

To uphold and promote the values and aims of Woodcraft Folk

Responsibilities

- To undertake housekeeping duties including cleaning of both internal and external areas of the bunk barns, cottage and camping area

- To assist with laundry requirements at the Centre
- To ensure that centre cleaning equipment is maintained (and all faults reported) and that the centre has at all times appropriate cleaning materials and supplies paying due regard for the Health and Safety and Control of Substances Hazardous to Health (COSHH) regulations
- To undertake where appropriate light maintenance duties of the centre and grounds
- To ensure that centre rooms are readied for use as determined by centre manager or visiting group leaders
- To undertake regular deep cleaning of the centre according to agreed rotas
- To work with centre users and group leaders to advise them of the proper use of the centre and the observance of relevant centre policies and rules, particularly those relating to centre safety, cleanliness and hygiene and to report any improper use or breaches of centre policies to the Centre Manager
- To unlock and secure buildings, as appropriate, ensuring the security of buildings at all times
- To assist with waste management, recycling and removal to our designated bins
- To undertake other general duties as may be required from time to time appropriate to the level of responsibility for the post

Person Specification

Essential

- Experience of, or understanding of cleaning and housekeeping, preferably in a similar environment (training can be provided)
- Physical strength and mobility to enable the undertaking of activity involving lifting and carrying, bending and stretching and using stairs
- Access to a vehicle to enable personal transport to the centre. (The nearest public transport is around 90 minutes walk away).
- An ability to work safely including at times on your own and to continually review actions to ensure reduced risk to self and others
- Experience of working towards excellent customer service standards e.g. best practice in Health & Safety or quality standards
- Ability to communicate effectively to staff and visitors
- Willingness and ability to work shift patterns including some weekends.
- Commitment to safeguarding children and young people
- Commitment to the aims & principles of Woodcraft Folk

Desirable

- Experience of working in a customer focused environment

- Experience of cleaning or housekeeping in a similar environment, for example; school, youth centre, residential education centre.
- Understanding the importance of using eco-friendly cleaning products.

Screening Requirements

Basic DBS check

References

Right to Work

This role is exempt from the Rehabilitation of Offenders Act (1974)