



# Height Gate Casual General and Domestic Assistant

**Responsible to** Height Gate Centre Coordinator

**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 all year round up to 4 hours per week.

Working days and hours can be flexible but must be in line with business needs. Please contact the Centre Coordinator for more details.

**Location** Height Gate Camping Barn, Stock Hey Lane, Eastwood. OL14 6EL

**Benefits** Woodcraft Folk is a Real Living Wage employer. All work shifts to be agreed a minimum of 4 weeks in advance. Pension contributions up to 5%, training options, all equipment and materials provided.

**Application address** [recruitment@woodcraft.org.uk](mailto:recruitment@woodcraft.org.uk)

## 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 Camping Barn
- 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 coordinator 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 coordinator.
- 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.
- 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 with an occasional weekend.
- 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.

Woodcraft Folk is a registered charity in England & Wales (1148195) and in Scotland (SC039791), and a limited company, registered in England & Wales (8133727).

Registered office: Holyoake House, Hanover Street, Manchester M60 0AS

- 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)*