

**Job Title:** Cleaner / Caretaker

**Responsible To:** Administration Assistant

**Grade:** Grade (EVH) TAS2  
**Salary:** £18,644 to £19,542

**Location:** Ayr

**Job Purpose:** To ensure that the building and environment is clean and safe, correctly arranged and to assist with the smooth and efficient running of our community hub, The Local.

In particular, the post-holder will carry out the following duties:

### **Cleaning**

- Daily cleaning and upkeep of The Local including, but not limited to: emptying waste bins, vacuuming, cleaning toilets, mopping floors and washing up.
- Additional cleaning duties within the rest of the building as required.
- Cleaning and replacing crockery and liaison with outside caterers as required.

### **Caretaking**

- Sign visitors in and out the building.
- Provide tea/coffee/refreshments if required.
- Tidy room/s after use, including washing dishes.

### **Security**

- Ensure that the security of the premises is maintained.

### **Health & Safety**

- Have regard for your own health & safety and that of all those using the premises.
- Understand and implement fire safety regulations, Health & Safety regulations, emergency procedures and evacuation procedures.
- Ensure all COSHH requirements are adhered to, as specified by the Administration Assistant.

## Miscellaneous

- Undertake any other reasonable tasks requested by the Administration Assistant or other such authorised person to allow the efficient running of the premises.
- Attend training courses as appropriate, to assist in carrying out job role effectively.