

Job Description

JOB DETAILS	
Job Title:	Unity Park Station Caretaker/Cleaner
Reports to:	Unity Park Station Centre Manager
Location:	Ground Floor, The Old Bus Station, 401 Elder Gate, Milton Keynes MK9 1LR
Date:	November 2018
Hours:	10 Hours per week (6am until 8am) Monday to Friday plus on-call hours between 8 am and venue close
Salary:	£9 per hour plus on-call hours paid at time and a half when called or worked (Minimum of one hour at time and a half pay when called)
KEY PURPOSE OF THE JOB (1 sentence only)	
To provide a professional cleaning and caretaking service	
ACCOUNTABILITIES (6-10 single sentence statements)	
<p>Key Accountabilities</p> <ol style="list-style-type: none"> 1. Daily disposal of waste/rubbish 2. Daily cleaning of communal areas, interview offices, kitchen, café area and meeting room. 3. Cleaning sink, toilet, mirror and floor in toilet. Replenishing toilet rolls, towels and soap when necessary 4. Cleaning showers and floor in shower cubicles. 5. Mopping/hovering/spot cleaning all floors 6. Deep cleans on a regular basis 7. Cleaning of windows and walls 8. Occasionally help set up and set down of rooms 9. Reporting damage, breakages or any other related problems to the Centre Manager 10. Ensuring that equipment and cleaning materials are used responsibly 11. Overseeing general maintenance of building reporting building defects to Unity Park Station Centre Manager 12. Provision of building supplies i.e. – soap, towels, consumables 13. Key holder 14. Monitoring refurbishment programme of building 	
KEY SKILLS/KNOWLEDGE/EXPERIENCE	
<ul style="list-style-type: none"> • Previous experience in the field of building maintenance– preferable • Previous experience in the field of cleaning- preferable • Strong organisational skills. • Able and willing to take ownership of problems and resolve them to a satisfactory conclusion within predetermined time frames 	