**

**THE COTTAGE FAMILY CENTRE**

**29/31 Cawdor Crescent**

**Kirkcaldy**

**Advert for post of: Domestic – Temporary 12 Week Cover**

The Cottage Family Centre was established in 1987. The focus of the work at the Centre is to provide a range of support to those families and individuals within family units who are vulnerable to social exclusion as a result of factors such as poverty, unemployment, poor housing, relationship breakdown, drug and alcohol problems and health related issues.

We are looking for an experienced Domestic for our premises in Cawdor Crescent, Kirkcaldy. You will be expected to:

* maintain high standards of hygiene throughout the Cottage premises;
* maintain a flexible approach to duties and responsibilities, for example, days/times, and work additional hours where required;
* have an understanding of, and maintain, confidentiality at all times; and,
* act as a key holder and open and secure the building when required.

You should be:

- able to work on own initiative;

- able to work as part of a team;

- be aware of the importance of adhering to Health & Safety procedures and regulations;

**Hours of work:** You will be expected to work a minimum of 10 hours per week. Initially the hours of work will be between 7am - 9am Monday, Wednesday and Friday; however, this will be subject of ongoing review and may change.

**Wages:** £8.72 per hour

**Closing date for applications:**  Wednesday 17th March 2020 at 12 noon

**This post will be subject to a PVG Scheme Record check and 2 references.**

For informal enquiries and an application pack please contact our Admin team on 01592 269489, or email [administration@thecottagefamilycentre.org.uk](mailto:administration@thecottagefamilycentre.org.uk)

Previous applicants need not apply.