

# North East Fife Community Hub Janitor

North East Fife Community Hub (NEFCH) has just purchased the St David's Centre in St Andrews. There we will run our welcoming Community Café, and provide a centre for community services and activities.

We are currently seeking an energetic and motivated individual to join our team as Janitor. The ideal candidate will be detail-orientated, flexible and willing to take on cleaning, basic maintenance and specific projects as the need arises.

**Post Title:** Janitor, 10 hours per week (rising to 20 hours once building fully operational) (negotiable)

**Salary:** £9.50 – £10.10 per hour dependent on experience

**Working Hours:** Flexible and negotiable (will likely include occasional evenings and weekends)

**Duration:** Permanent Post

**Location:** St David's Centre, Albany Park, St Andrews

**Reporting to:** NEFCH Operational Manager, in their absence reporting to identified Director

**Holidays:** 28 days inclusive of public holidays pro rata.

## Duties

**In this post your duties will mainly be:**

1. To carry out vacuuming, emptying waste bins, mopping floors, dusting, cleaning inside of windows, damp wiping surfaces, cleaning toilets etc, ensuring we hold a sufficient stock of cleaning materials
2. To provide a variety of basic essential building maintenance including replacing light bulbs, fixing broken hinges etc;
3. To carry out weekly and monthly checks (e.g. fire alarm, emergency lighting, water temperature, utility readings etc.), and monitor heat, cooling and other environmental systems
4. To maintain the grounds of St David's, including mowing grass, shovelling snow, and maintaining entrances and walkways;
5. To maintain a level of security within St David's, such as locking doors, storing keys and using access codes for restricted areas and rooms

6. To set up and clear meeting rooms for internal and external meetings;
7. To report, record and follow up on outstanding maintenance issues with suppliers/contractors/tradespeople etc;
8. To adhere to actions on the building checklist on a daily/weekly basis, and carry out mandatory health and safety tests;
9. To provide cover for weekend/evening meetings (within agreed hours of work);
10. To support other staff and volunteers when required in relation to specific activities, e.g. events;
11. To maintain a professional approach and interacting with staff, volunteers, tenants, contractors and visitors in a way that it is sensitive to their individual needs and reflects well on the organisation;

Other general duties of a similar nature will arise and be required. These will be agreed in discussion with your line manager.

## **Person specifications**

### *Essential attributes*

Experienced and skilled in general cleaning, practical and maintenance activities, in keeping with the duties of the post

Good communication and interpersonal skills

Good personal organisation and time management

Able to work on own initiative with a proactive and flexible attitude

Good people skills and the ability to deal with a wide range of people in a courteous manner.

Good knowledge of health and safety policies and procedures

Knowledge of basic electrical work and carpentry

Manual Handling skills, including the ability to lift at least 25 pounds

### *Desirable attributes*

Experience of working in a cleaning operative, janitorial or similar post

Experience of working and building relationships with clients

Valid driving licence and access to a car

British Institute of Cleaning Science (BICS) and Control of Substances Hazardous to Health (COSHH) trained or willingness to undertake training