



Market Place, Reepham, Norfolk, NR10 4JJ  
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## The Bircham Centre: Job Description

**Post:** Cleaner

**Responsible to:** The Centre Manager

**Hours:** 4 per week; 2 hours Wednesday afternoon, 2 hours Friday evening. Timings to be agreed. There may be the possibility of additional hours for holiday/events cover.

**Salary:** £11.50 per hour

**Job Purpose:** To assist the Centre Manager in the running of the Centre by ensuring that the building is a clean, safe and well-presented venue for users and visitors.

### **Job Details:**

#### **Cleaning:**

- To carry out all necessary aspects of internal cleaning within the building to include hoovering, dusting, mopping floors, toilet cleaning
- To regularly empty all bins.
- To ensure we have sufficient cleaning materials available to carry out the duties and to meet necessary health & safety standards in the building, notifying the Centre Manager to re-order when stocks get low...
- To clean down front doors and railings when required.

#### **Health and Safety:**

- To carry out cleaning duties in line with Health & Safety and Fire Regulation Standards.
- To report any health & safety issues identified to the Centre Manager or a Trustee as soon as possible.
- To ensure no trip hazards are left in public walkways.

#### **General**

- To report any building maintenance issues identified to the Centre Manager or a Trustee as soon as possible.

This job description will be reviewed annually.

**Please apply by CV and covering letter by 24<sup>th</sup> May 2024 to the Centre Manager, The Bircham Centre, Market Place, Reepham, NR10 4JJ**