



ROLE PROFILE

JOB TITLE:	Cleaner	SALARY:	£8.72 per hour
REPORTING TO:	Buildings & Facilities Officer	HOLIDAYS:	33 days pro rata including bank holidays
LOCATION:	HideOut Youth Zone	HOURS:	25 per week (very early mornings Tuesday to Saturday)

KEY RELATIONSHIPS: Buildings & Facilities Officer and HideOut Youth Zone staff, volunteers, young people, partners and stakeholders

ROLE OVERVIEW

We are seeking a committed and enthusiastic Cleaner to join our Facilities Team and play a pivotal role in ensuring that HideOut Youth Zone’s state-of-the-art facility is a safe, welcoming and clean environment for our members and visitors. We are looking for someone who is reliable, friendly and enjoys working as part of a team as well as on their own initiative to help contribute to the charity’s ongoing success and ensure the young people of East Manchester have somewhere safe to go, something positive to do and someone trusted to talk to.

DUTIES AND RESPONSIBILITIES - CLEANING

- To be responsible for cleaning areas of HideOut Youth Zone as allocated by the Building & Facilities Officer or other appropriate manager
- To perform various cleaning activities including cleaning toilets, sanitary fittings and surrounds; spot cleaning of spillages; wiping furniture, ledges, pipes, paintwork, doors and polishing door glass; emptying and cleaning bins; mopping and spray cleaning hard floor surfaces; floor polishing; wiping, polishing and straightening furniture; replenishing supplies in toilets; and moving items of furniture and equipment
- To operate cleaning machinery for cleaning soft and hard surfaces, such as vacuum cleaners and polishers
- To follow opening and closing procedures
- To report any emergency maintenance problems, including toilets and other water fixtures, or hazards immediately to the Building & Facilities Officer
- Carry out any other reasonable duties as requested by management

DUTIES AND RESPONSIBILITIES - GENERAL

- Be a role model for young people and present a positive “can do” attitude
- Take personal responsibility for own actions
- Commit to a culture of continuous improvement
- Work within the performance framework of HideOut Youth Zone and OnSide



- Represent HideOut Youth Zone positively and effectively in all dealings with internal colleagues, and external partners
- Comply with all policies and procedures, with particular reference to safeguarding, codes of conduct, health and safety and equality and diversity to ensure all activities are accessible
- To be alert to issues of safeguarding and child protection, ensuring the welfare and safety of Youth Zone members is promoted and safeguarded, and to report any child protection concerns to the designated Child Protection Officers using the safeguarding policies, procedures and practice (training to be provided)
- To assist with any promotional activities and visits that take place at the Youth Zone
- To actively promote the Youth Zone and positively contribute towards increasing Youth Zone membership.

PERSON SPECIFICATION

Good candidates for this role will possess the following skills, knowledge, experience and personality.

Selection Criteria* A = Application Form I = Interview	Essential or Desirable	Method of Assessment
Experience		
Previous cleaning experience	Essential	A & I
Use of cleaning equipment	Essential	A & I
Knowledge		
Knowledge of health and safety issues relating to cleaning	Essential	A & I
Skills		
Ability to communicate clearly and follow instructions	Essential	A & I
Ability to prioritise work and manage time effectively	Essential	A & I
Ability to reach, bend, stoop and kneel	Essential	A & I
Ability to work on own initiative and as part of a team	Essential	A & I
Ability to communicate with a wide range of people and relate well to young people	Essential	A & I
Special Requirements		
A willingness to work unsociable hours, predominantly early mornings, including weekends is required for this post	Essential	A & I
A willingness to work additional hours to cover events, holidays and staff absence	Essential	A & I
DBS clearance and committed to Safeguarding children	Essential	A & I

*Selection criteria for guidance only, alternative methods may be used to assist the selection process.

ADDITIONAL INFORMATION

The role is part-time and based at HideOut Youth Zone, 1 Queens Avenue, Gorton M12 5PX.

HideOut Youth Zone is committed to safeguarding and promoting the welfare of children, young people and vulnerable groups. This post is subject to an enhanced DBS check.

We place huge value on equal opportunities and encourage applications from candidates of diverse backgrounds, communities and abilities. The one thing we all have in common is our desire to raise the aspirations of young people across the country.

For information regarding how HideOut Youth Zone and OnSide Youth Zones process your data, please visit www.onsideyouthzones.org/applicant-privacy/

ON-SIDE YOUTH ZONES NETWORK VALUES



YOUNG PEOPLE FIRST

Young people are at the heart of everything we do, inspiring and challenging us to deliver services that exceed their needs and challenge them to be the best they can be.

EXCELLENCE

We encourage ourselves and each other to be best we can be through continuous learning and improvement, and a focus on finding solutions.



RESPECT

We act with honesty and integrity, celebrating diversity across the whole organisation and caring about each other, our young people and the Youth Zone environment.



AMBITIOUS

We are passionate and driven in taking on new challenges, embracing new ideas, and exceeding our ambitions for young people, the Youth Zones and our local communities.

COLLABORATIVE

We will create and nurture strong, creative partnerships, working together to achieve better results and outcomes for young people.

