

VACANCY

Organisation: Hoole Community Development Trust

Position: Cleaner & Caretaker

Location: Hoole, Chester

Job Type: Permanent - 20 hours per week

About Us: Hoole Community Development Trust is a registered charity who operate from Hoole Community Centre, a vibrant hub of activity in the heart of Hoole. Our community centre houses Hobson's Café and Hoole Library, offers rooms for hire and provides a range of social initiatives to enhance the lives of our community. From hosting events to providing meeting spaces, our centre serves as a focal point for social engagement and community development.

Job Description: We are seeking a dedicated Caretaker and Cleaner to join our team. The successful candidate will play a crucial role in maintaining the cleanliness and functionality of our facilities, ensuring that they remain welcoming and safe for all users. As a Caretaker and Cleaner, you will be responsible for the following duties:

- Cleaning the cafe and various rooms within the community centre to a high standard.
- Opening and locking up the premises according to scheduled times.
- Stock checking and ordering of cleaning supplies.
- Preparing and setting up rooms for hire.
- Welcoming and helping centre users with any enquiries or assistance.
- Assisting at special events.
- Would suit a person local to Hoole as duties are daily.

Requirements:

- Previous experience in cleaning or caretaking roles preferred but not essential.
- Ability to work independently and efficiently.
- Strong attention to detail and a commitment to maintaining cleanliness standards.
- Flexibility to work evenings and weekends as required.
- A genuine passion for community engagement.

Benefits:

- Working hours with a degree of flexibility.
- The chance to be part of a small and supportive team.
- Holiday and sick pay offered.
- A rewarding position which will make a real difference to your community.

How to Apply: If you are enthusiastic about making a positive impact within the community and have the skills and qualities we are looking for, we would love to hear from you. Please send your CV along with a brief cover letter outlining your suitability for the role to manager@hoolecommunitycentre.org.uk. Please also contact us if you would like to discuss the role either on the above email or on 01244 342741.