

CRINGLEFORD PARISH COUNCIL

Caretaker and Cleaner Vacancy

Cringleford Parish Council is recruiting for a Caretaker and Cleaner to work at The Willow Centre on Willowcroft Way and The Pavilion on Oakfields Road, Cringleford.

The post will be for 44 hours per four weeks.

The post is split as follows:

-30 hours (3x 2.5 hour shifts per week) cleaning at the Pavilion. Ideally this will be Monday, Wednesday and Friday morning, but this is flexible.

-14 hours other duties. This will usually be 2x caretaking shifts at The Willow Centre per month, often Saturday evening. During quieter periods (usually school holidays) if caretaking hours are not required then you will be asked to carry out deep cleaning at either building or litter picking on one of our open spaces. These hours will be varied in line with hirer needs, with opportunity for overtime.

You will be given your caretaking shifts at least three weeks in advance. The Willow Centre opens from 8am – 1am and the caretaking shifts could be anywhere in that time frame, but normally weekend or evening.

We are looking for a self-motivated, hard working person who will ensure that the buildings are kept in clean and safe order and who doesn't mind working alone. The most important skill we are looking for is exemplary customer care when dealing with our customers.

Duties include cleaning, setting out rooms for hirers (including moving tables and chairs) and carrying out routine health and safety checks. You will be expected to undertake First Aid and Manual Handling training.

Pay Scale 4-6 (starting salary £10.21 per hour, with a pay award pending).

Membership of the Norfolk Pension Fund scheme is available.

For more details or to send your CV please contact:

**Cringleford Parish Council, The Willow Centre, 1-13 Willowcroft Way,
Cringleford, Norwich, NR4 7JJ.**

Tel: 01603 250198 , Email: clerk@cringlefordpc.org.uk.

Closing date Thursday 24 February