

**Confederation of Community Groups  
(Newry & District)**

**Job Description**

**Role:** Caretaker/Cleaner

**Salary:** £21,157 per annum (pro rata)

**Location:** Ballybot House & An Stóras, Cornmarket, Newry.

**Contract:** Full Time / \* Part Time Permanent (subject to a 6-month probationary period).

**Hours:** Full Time: 35 hours per week to include shift work (see below).

Part Time: \* option also available for afternoon/evenings only up to 20 hours per week  
(see below)

**Leave:** 23 days per annum plus 12 days statutory holidays (pro rata)

**Reporting to:** Chief Executive Officer

**Pre-employment checks:** Subject to Referees and Medical report

**Role & responsibility:** The Caretaker/Cleaner will be required to maintain a high standard of cleanliness in his/her allocated area. He/She will be required to work in close co-operation with other members of his or her team, and he/she is required to respect the confidentiality of matters relating to clients and staff.

**Job Content**

**Duties:**

- (1) General cleaning of building including toilets, storerooms, bin areas, walls, windows, light fittings, ventilators and floors.
- (2) Keeping surrounding areas clean & tidying grounds/carpark area. Ensuring drains are kept—unblocked and clean.
- (3) Cleaning and storing of equipment
- (4) Daily and weekly maintenance of surfaces to include:
  - (a) Dust control, mopping and/or vacuum cleaning.
  - (b) Damp mopping hard floors.
  - (c) Machine buffing, spray cleaning, scrubbing floors as directed.
  - (d) Hoovering & Shampooing of carpets and textile covered furniture.
  - (e) Sweeping, damp mopping and/or scrubbing lifts and staircases.
  - (f) Damp dusting furniture, fittings, ledges and equipment.
  - (g) Cleaning telephones and mirrors
  - (h) Emptying and cleaning waste paper bins
  - (i) Cleaning sanitary areas including WC bowls, urinals etc.
  - (j) Cleaning of surfaces, paintwork, tiles, partition glass to remove marks etc.
  - (k) High and low level dusting.
  - (l) Cleaning & polishing of Formica, PVC covered chairs, furniture, fittings etc.
  - (m) Cleaning all items of domestic equipment after use
- (5) Checking deliveries and putting away of domestic stores to appropriate store room.
- (6) Bagging of waste, removing rubbish bags and placing them for collection
- (7) Daily and weekly care of machinery, materials & equipment.
- (8) Reporting to line Manager the need for repairs to fabric, furniture, fittings and own equipment.
- (9) Replenish supplies of toilet rolls, soap and paper towels.
- (10) Laundry duties as required.
- (11) Following cleaning methods as instructed.
- (12) Attending to hospitality as instructed.
- (13) Arranging rooms for meetings & conferences by setting out chairs & tables and tidying up immediately afterwards.
- (14) Requisition of cleaning materials.
- (15) Carrying out minor repairs, checking machinery and equipment and reporting faults.
- (16) Regulation of heating system and checking this is functioning properly, recording and checking output levels and arranging of servicing etc.
- (17) Opening up and securing of building.
- (18) To carry out any other duties as required.

### **Health & Safety Responsibilities**

1. Wearing protective clothing provided.
2. Adherence to hygiene regulations.
3. Following work schedules.
4. Reporting of accidents immediately they occur.
5. Comply and assist with emergency evacuation procedures in event of emergency or drill.
6. Inspect premises prior to locking-up to ensure no article has been left which would incur danger to the premises and ensure all doors and windows are locked and secured.

### **Other**

> The Full-time caretaker/cleaner is required to work on an alternating shift —rota as follows:

Shift A		Shift B,	
Mon	7.30am — 3pm	Mon	3pm — 10.30pm
Tues	730am —3pm	Tues	3pm — 10.30pm
Wed	3pm — 10.30pm	Wed	7.30am — 3pm
Thur	3pm— 10.30pm	Thur	7.30am — 3pm
Fri	7.30am — 3pm	Fri	12.30 — 8pm-

- For operational reasons the starting and/or finishing times of shifts may be adjusted.
- Breaks of ½ Hr are unpaid, tea breaks as agreed with the line-manager are paid.
- \* If a part-time post is more suitable then an alternative 5.00 p.m. – 10.00 p.m. shift system can be offered (Mon – Thur) and include an option of shift rotation in agreement with the full-time caretaker.