



Job Title: Weekend Cleaner

Hours: 4 hours per week plus holiday cover

Pay: £11.44 an hour

Location: Hatfield Peverel Village Hall, Maldon Road.

Overview:

Hatfield Peverel Community Association is looking for a weekend cleaner to join the village hall team. The role is for 4 hours per week over Saturday and Sunday and will require the successful candidate to work 2 hours on Saturday mornings and 2 hours on Sunday mornings, with all work to be completed before 9am. The role also includes providing cover for cleaning duties during the Facilities Supervisor's holiday periods and any periods of sickness.

Duties:

- To ensure that the village hall is an attractive property for hirers, cleaning all areas in accordance with the schedule.
- Cleaning will include (but not limited to), sweeping, vacuuming and mopping floors, dusting and cleaning toilets.
- Removing waste to the appropriate area and replenishing toilet paper and soap.
- To report any day-to-day maintenance issues such as minor repairs, changing light bulbs etc to the Hall Co-ordinator.
- To provide a positive experience for all hall users.