

## Volunteer Role Description

<b>Role Title</b>	Cleaner
<b>Purpose of role</b>	To take care of our facilities and carry out cleaning and maintenance duties. The goal is to keep our building in a clean and orderly condition and to release our youth workers to be with the young people.
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Cleaning.</li> <li>• Spot cleaning of spillages.</li> <li>• Washing of floors and walls.</li> <li>• Sweeping.</li> <li>• Hoovering.</li> <li>• Emptying of rubbish bins.</li> <li>• Dusting.</li> <li>• Cleaning toilets.</li> <li>• Notify line manager of occurring deficiencies or need for repairs.</li> <li>• Maintain supplies in toilets and kitchen areas.</li> <li>• Follow all health and safety regulations and guidelines.</li> <li>• To ensure safe working practices are applied at all times.</li> </ul>
<b>Person Specification</b>	<ul style="list-style-type: none"> <li>• Reliable, honest and flexible.</li> <li>• Shows initiative.</li> <li>• Physically able.</li> <li>• Works independently or part of a team.</li> <li>• Takes pride in their work.</li> <li>• Ability to follow instructions.</li> <li>• Hard working.</li> <li>• Enthusiastic.</li> </ul>
<b>General Requirements</b>	Two references required.
<b>Availability</b>	<p>We are looking for 6 hours a week which can be shared between individuals, during the following slots:</p> <ul style="list-style-type: none"> <li>• Monday: 10am-12noon or 1.30pm - 3pm</li> <li>• Tuesday: 10am - 12noon</li> <li>• Wednesday: 12noon - 1pm</li> <li>• Thursday: 10am - 12noon or 1.30pm - 3pm</li> <li>• Friday: 10am - 12noon or 1pm - 2pm</li> </ul>
<b>Location</b>	The Kings Arms Youth Centre, Courtyard Building, Heath Road, Petersfield, GU31 4DX
<b>Line Manager</b>	Anneli Woods: <a href="mailto:anneli@thekingsarms.org.uk">anneli@thekingsarms.org.uk</a> 01730 231292