

A unique and outstanding

Community Hub

**Centre4** was established in 1995 to support the ongoing regeneration of Grimsby and North East Lincolnshire.

Our modern, Wootton Road Community Hub puts an array of activities and services at your fingertips, whether you are looking to squeeze in a workout at our Community Gym, reduce your weekly shopping bills at the Community Shop or get access to practical help and support for a variety of issues, then our team is here to help.

The Centre4 team is on hand to provide free and friendly support about benefits, debt and money management, housing, employment and much more. Many of our services stretch beyond our Centre and we can deliver services throughout North East Lincolnshire and surrounding areas.

**Our Vision**

Support and enable the communities of North East Lincolnshire and surrounding areas to thrive and live happier, lives.

**We are a value led organisation and remain committed to being:**

* Compassionate - We will care, show kindness, and a willingness to help others in all that we do.
* Honest - We will be honest, truthful, open and sincere to others, everyone we work with and for. We will do what we say we will do.
* Inclusive – We will admire, value our communities, our staff and volunteers challenging oppression valuing the diversity of our communities.
* Empowering – We will support others to achieve their aspirations and to be stronger. We will involve community members in all aspects of service planning.

**Our revised 5 Pillars of our Strategic Plan 2023-2028 will include:**

1. Children, young people and families
2. Health and Wellbeing including advice and guidance
3. Community engagement, education and employability
4. Financial sustainability and human resources
5. Facilities and Centre4 Community Hub, including the development of our community assets

**Part Time Facilities Assistant/Cleaner**

**The Role**

We are seeking to recruit an enthusiastic and motivated Facilities Assistant/Cleaner to join our team. This role is an integral part of the core team of staff at Centre4 and it is essential that you have excellent customer service and can work in a very demanding environment. You will need to undertake all aspects of cleaning and setting up of room hire.

You **must** be flexible, with most work being across evenings and some weekends, have good organisational and communication skills.

Centre4 is a unique community hub that sustains its operation through hiring of office and meeting space that seek to support the community, your role is to ensure that our spaces are well maintained and welcoming to all stakeholders and supportive of the community.

We are looking for someone who can hold responsibility for the site independently as well as working as part of the team, being proactive to ensure that the site is well maintained and prepared for the high numbers of customers that visit weekly.

**Accountable to**: Director of Facilities and Welcome Services

**Salary**: £9,984.00 per annum

**Hours:** 16 hours per week, mostly fixed with the need to work flexibly or additional hours at time to respond to room bookings or tenant needs. The post holder will act as a key holder for the Centre.

**Place of work:** Centre4, 17a Wootton Road, Grimsby, DN33 1HE

**Annual leave:** 21 days/year plus bank holidays, increasing annually to 25 days/year pro rata

**Benefits:** Health scheme, Community Shop, on site café, free car parking, low cost gym access, work-based savings scheme

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| **Key Tasks and Responsibilities:** |
| * Cleaning and maintaining the building
* Support the Facilities Lead
* Opening and closing of the Centre
* Locking up the building at night
* Focus on the details and complete a list of scheduled tasks
* Liaising with tenants to ensure that their spaces are well maintained
* Welcoming and supporting room hire customers as needed
* Ensure all areas, including kitchens, toilets and communal areas are cleaned thoroughly
* Replenishing stock and consumables
* Be a champion of health and safety practices
* Vacuum/ sweep/ mop floor areas
* Setting up and cleaning of hired rooms

Other duties as assignedDesirable * At least 1 year of experience
* Use of industrial cleaners
* Excellent customer service skills
* Ability to work independently and as part of a team
* Ability to work flexible hours

Other DutiesThe above is a non-exhaustive list of duties and you are expected to undertake any other duties as requested by your Manager. The Company reserves the right to amend the job description in line with the changing demands of the business.  |

**Please send CV and covering letter to** **Phil.drinkwater@centre4.org.uk**

**Closing date for applications: 29th March 2024**

**Equal Opportunities**

Centre4 is committed to equality of opportunity, diversity and inclusion in its recruitment and employment practices, as such we welcome applicants regardless of race, sexuality, gender, religion, disability or age

**Safer Recruitment**

Centre4 is committed to the welfare and safety of children and vulnerable adults in all of its operation and adheres to Safer Recruitment practice; the role will be subject to a Disclosure and Barring Check