



# HELLINGLY PARISH COUNCIL

## JOB VACANCY

### WEEKEND CARETAKER

<b>Job title:</b>	Weekend Caretaker
<b>Hours:</b>	6-8+ (variable) Hours Contract
<b>Salary:</b>	£13.50 - £14.21 per hour (depending on experience)
<b>Application deadline:</b>	<b>31<sup>st</sup> July 2024</b>
<b>Email address:</b>	<a href="mailto:clerk@hellingly-pc.org.uk">clerk@hellingly-pc.org.uk</a>
<b>Phone number:</b>	01323 449415

#### SUMMARY

We are looking to recruit a friendly, energetic, and reliable individual with great people skills to take care of our Community Hub and its hirers at the weekends.

The successful applicant will have a range of duties including showing hirers the facilities (incl IT equipment) and how they work, cleaning and security. The person should be self-motivated, hard-working, trustworthy and enjoy working with people.

Responsibilities include:

- Meet & greet all hirers at the weekends
- Ensure the Hub is kept to a high standard of cleaning & repair
- Complete responsibility of the Hub at the weekends
- Ensure the Hub is completely locked & secure
- Set up tables & chairs when required

Ideal person is to have:

- Previous cleaning experience
- Be comfortable working alone, sometimes late evenings.
- Security conscious
- Great people skills & proven experience
- Be flexible

The post is permanent and subject to a period of successful probation. We are looking for the successful candidate to be flexible, willing and to start as soon as possible. Own transport is essential as you may be required to travel to the Hub for emergencies at short notice.

For further information and to send your application, please email the Clerk, Jenny Hoodless on [clerk@hellingly-pc.org.uk](mailto:clerk@hellingly-pc.org.uk) by 31<sup>st</sup> July 2024. Two references would be required, one personal and one from your current/last employer.