

# Kyle & Lochalsh Community Trust

<b>Job Title:</b>	Cleaner
<b>Reports to:</b>	Facilities Manager
<b>Salary:</b>	£5616

<b>Based:</b>	KLCT Facilities, Kyle
<b>Hours:</b>	3 hours per day (Sunday, Monday & Tuesday)
<b>Contract:</b>	Initial 12 months

Kyle & Lochalsh Community Trust (KLCT) was established in August 2012 and is committed to instigating and delivering social, economic, and environmental regeneration projects and local services. We are fully focused on improving the quality of life for the residents of Lochalsh and the visitors to our spectacular location on the west coast of Scotland. We aim to achieve the sustainable regeneration of our community which, despite its magnificent geographic setting, has been identified as one of the most economically fragile and deprived in the Highlands.

We work to generate income through enterprise and the ownership of assets. As a not-for-profit organisation, all our trading surpluses are reinvested in the community.

The Community Trust owns and operates the Public Conveniences building in the Kyle village centre which provides toilets, shower and laundry facilities which are open all year.

The cleaner will ensure that the toilets, showers and launderette are kept clean and presentable to a high standard.

The successful candidate will work closely with colleagues and report to the Facilities Manager. This role involves lone working and key holder responsibilities.

The cleaner will need to be available to be at the facilities at the following times every Sunday, Monday and Tuesday.

VISIT DETAILS	TIME SPENT	TIMES OF ATTENDANCE	TIMES OF ATTENDANCE
3 PER DAY	PER VISIT	OCTOBER 1 <sup>ST</sup> – MARCH 31 <sup>ST</sup>	APRIL 1 <sup>ST</sup> – SEPTEMBER 30 <sup>TH</sup>
1 <sup>ST</sup> VISIT OPEN AND CHECK	30 MINS	8AM	8AM
2 <sup>ND</sup> VISIT FRESHEN UP	1 HOURS	Between 12-2pm	Between 2-4pm
3 <sup>RD</sup> VISIT FULL CLEAN AND CLOSE	1 HOURS 30 MIN	6PM	8PM

Full training will be given.

This role is initially on a fixed-term contract for 12 months with a 3-month probationary contract during which time either party may terminate the contract on giving one week's notice. The benefits are 28 days' holiday including Bank Holidays (pro rata) and a pension scheme with employer contributions.



# Kyle & Lochalsh Community Trust

As a Cleaner you will carry out the following duties:

- Clean all the facilities to a high standard – this includes toilets, sinks, showers, laundrette and public areas
- Able to meet with maintenance contractors if required
- Accept and check deliveries of cleaning supplies
- Notify Facilities Manager of any health and safety concerns or issues with the building immediately
- Check supplies and timely notification to the manager if stock is running low
- Act as a point of contact about any issues related to the management and maintenance of the community facilities
- Follow and sign all cleaning schedules on a daily basis, including daily, weekly and monthly checks
- Maintain compliance with organisational policy frameworks, contractual and regulatory obligations and legislative requirements (Health & Safety, Environmental Health, GDPR)
- Other tasks as required by KLCT

## Essential Behaviours, Skills & Knowledge

- Friendly, approachable manner
- The ability to be part of a small team and able to communicate effectively.
- A can-do attitude
- The ability to apply critical thinking and decision making to key areas with minimal supervision and guidance.
- Previous experience of cleaning
- Great customer service skills

**Interviews to be held on Wednesday 27 March 2024**