

Job Description

Janitor

Arnotdale House, Falkirk

This is a new role.

For over 50 years, Cyrenians has tackled the causes and consequences of homelessness.

We understand that there are many routes into homelessness, and that there is no 'one size fits all' approach to supporting people towards more positive and stable futures. That's why all our work is values-led and relationships-based. We meet people where they are, and support them towards where they want to be.

Our mission: To tackle the causes and consequences of homelessness through learning from lived experience; by delivering targeted services which focus on prevention, early intervention and support into a home; and by influencing changes in legislation and policy.

Compassion | Respect | Integrity | Innovation

1 General

Arnotdale House is a Community Learning Hub. It is the base for all of our Falkirk Services, and is open to members of the public, with function rooms available to hire for a range of activities, such as: community group meetings, small concert evenings/recitals, food markets, educational courses, etc.

The janitor role is a lone worker post with support provided by our Service Manager. Additional support is provided by our Property team based in Edinburgh.

The role will include the setting up and clearing up of hired rooms, carrying out basic maintenance tasks, Health and Safety and the overall cleaning of Arnotdale House.

It would be desirable if the successful candidate has experience of basic maintenance skills, facilitating setting up of events and cleaning of properties. You should be flexible in your approach and able to work weekends and evenings when required.

Please note the postholder will be required to move chairs and tables, and access both our attic and basement for maintenance checks. Due to the age of the building, the attic and basement are only accessible via stairs.

2 Tasks and Responsibilities

Housekeeping

- General cleaning of all areas of the building to a high standard
- Create a detailed weekly cleaning programme and work to this
- Stock and replenish all relevant items for cleaning

Maintenance

- Identify and carry out general maintenance and general duties in Arnotdale House facilities.
- Ensure all repairs are completed in accordance with your workplan
- Maintain appearance of external areas. Including picking up litter & disposing of waste
- Carry out weekly checks in accordance with Arnotdale House log books and planned maintenance programme.
- Maintain records of maintenance work carried out.
- Service and empty waste and recycling.
- Liaise with our Property Team regarding any work required.

Event Space/Room Hires

- Support smooth running of our event space
- Ensure rooms are set up as required with furniture and equipment.
- Ensure customers receive refreshments i.e. tea, coffee and water etc.
- Liaise with external caterers.
- Clear rooms following events.

Health and Safety – at all times, and in accordance with the organisation's procedures and training:

- Comply with and follow all Health and Safety policy, measures and legislation
- Ensure your own safety and those whom you are working with
- Ensure the safe operation of events space and use equipment in a safe manner
- Assist with Risk Assessments where required
- Apply first aid when necessary appropriate to your skill level
- Report all safety matters to Property team and Line manager
- Carry out weekly fire alarm test

General

- Establish a good working relationship with colleagues, visitors and contractors.
- Undertake mandatory training as advised by line-manager.
- Provide building cover as a key holder (in evenings) when required
- Attend one-to-ones and team meetings as required.

3 Person Specification

Skills and Experience

Experience of working in building/property/facilities services	Essential
Practical experience of general maintenance work	Essential
Understanding of Health and Safety and ability to follow training and guidance.	Essential
Excellent time management skills	Essential
Demonstratable experience of ability to work on own initiative without supervision	Essential
Ability to communicate effectively with broad range of people including: tenants, service users, contractors and other external agencies	Essential
Basic IT Skills and experience of using Microsoft Word and Emails	Essential

Training and qualifications

First Aid Training (requirement for post but training will be provided)	Desirable
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Values and attributes

Positive and creative approach to problem solving	Essential
Patient and respectful of all people, whatever their background or presenting behaviour	Essential
Willing to be flexible to fulfil the requirements of the role	Essential

4 Terms & Conditions

<u>Employer:</u>	Cyrenians
<u>Line Manager:</u>	Outreach Manager
<u>Liaison with:</u>	General public and other Cyrenians staff, stakeholders and agencies
<u>Reporting:</u>	Report against work plan at regular support and supervision meetings
<u>Workplace:</u>	Arnotdale House, Dollar Park, Falkirk
<u>Working Hours:</u>	12 hours per week. Flexible working in line with Function Suite delivery, this will include weekend working and occasional out of hours working
<u>Annual Leave:</u>	25 days plus 10 public holidays, pro rata
<u>Salary:</u>	£23,168 pro rata (living wage rate). This equates to £7,514 per annum for a 12-hour week.
<u>Pension:</u>	Auto-enrolment into Qualifying Workplace Pension Scheme (QWPS) which is a Group Stakeholder Pension Scheme – current contributions being 5% employee and 3% employer. Option of enhanced Employer contributions to the same QWPS of 6% initially, rising to 9% after 2 years and 12% after 5 years (subject to employee contributions of 6%)
<u>Probationary period:</u>	6 months

5 Application Deadline and Interview Dates

Recruitment for this role is open, i.e. there is no set closing date. We will review applications as they are received and arrange to meet with candidates that we wish to take forward (usually within 7 days of receipt). This vacancy opened on 29/05/2024 and will be closed once we have appointed.

Please refer to our Recruitment Information PDF for further guidance on completing and submitting your application form.

Further information www.cyrenians.scot