



ROLE CARETAKER / CLEANER – ABERFFRAW VILLAGE HALL
REPORTING TO ABERFFRAW COMMUNITY COUNCIL / SUB-COMMITTEE
CO-ORDINATOR: CHAIR – ABERFFRAW COMMUNITY COUNCIL

Job Duties

- Open and close the facilities for public use
- Work alongside Volunteers in the upkeep of various surfaces and materials within the Village Hall (including the JOW Room)
- Sweep and mop floor
- Vacuum and steam clean carpets
- Polish main hall floor
- Wash windows
- Clean and disinfect toilets and replenish supplies such as toilet paper, soap, and paper towels
- Respond to urgent situations, such as spills, that require quick action
- Operate and maintain equipment such as vacuums and floor cleaners
- Collect and remove trash from internal waste bins
- Make minor repairs as necessary, including tasks such as changing light bulbs.
- Monitor heat, and other environmental systems
- Maintain a high level of security in the building, such as locking doors, storing keys etc.
- Perform outdoor upkeep as necessary, maintaining entrances and walkways
- Will typically work when facilities are closed to the public or during low traffic time periods
- Notifies Clerk / Chair when:
 - cleaning supplies etc., are required
 - breakages etc., happen
 - when major repairs, including structural issues or highly skilled tasks, are required

Job Requirements:

- Physical Stamina, Physical Dexterity, Agility,
- Good Time Management, Attention to Detail, Ability to Work Independently,
- Some knowledge of Cleaning and Maintenance

Please contact Suzanne Gill for more information – Suzanne.aberffrawcc@gmail.com / 07470915787

Closing Date: 13th October 2021