

Job Description

Job title	Cleaner
Reporting to:	Facilities Lead
Location:	The Way Youth Zone
Key Relationships:	Youth Zone staff, young people, parents and local partners

Job Purpose:

To provide a high standard of cleaning services throughout The Way Youth Zone.

Context of the post:

Attracting young people from across the borough with its fantastic facilities, the Way Youth Zone provides positive activities and practical support, especially for those who are disadvantaged. The Youth Zone enables young people to make constructive use of their leisure time and to raise their aspirations. The centre is open seven nights a week, at weekends and during school holidays. The Youth Zone also develops and delivers targeted projects to improve the lives of disadvantaged and vulnerable young people in the area. With over 4,400 members at the end of our first year of opening, we provide 20+ activities each evening to over 1,200 young people, 52 weeks a year.

We are more than just an activity centre. We provide young people with 'somewhere to go, something to do and someone to talk to'. Our team of around 75 staff and over 100 volunteers provide a safe, supportive and inspiring space for young people to make the very best use of their leisure time and acquire the skills, knowledge and confidence to lead healthy and successful adult lives. We inspire young people to be ambitious, raise their aspirations and help our members to define and realise their goals.

Our service is in an award winning iconic two-storey building with an impressive array of facilities including a dedicated sports hall, a climbing wall, gym, boxing ring, dance and performing arts studio, art room, media suite, kitchen, music spaces, cafe, social areas and an outdoor floodlit all-weather pitch.

The Way Youth Zone's Values and Aspirations:

The Way Youth Zone is a place of activity, adventure and fun for all young people where they can try new experiences and learn new skills. The Way Youth Zone supports young people to reach their full potential, grow their dreams and achieve their goals.

We are looking for someone who can deliver this aspiration for Wolverhampton's young people and share the following values:

- TOGETHER** We are committed to building positive, inclusive relationships with all. Individuals are respected and celebrated within The Way community.
- HONEST** We are open and sincere. We act with integrity and transparency and are accountable for our words and actions.
- ENERGETIC** We approach all we do with a 'can-do' attitude. We are positive, dynamic and flexible and always give our best for Wolverhampton's young people.
- WELCOMING** We create a safe, positive and supportive atmosphere for all. We care for people and are passionate in all we do.
- ASPIRATIONAL** We are constantly evolving and always seek to improve. We grow, progress and develop as an organisation and as individuals. We lead by example and inspire others.
- YOUTH-LED** We are needs-led and young person focused throughout our work

Duties and Responsibilities - General

- Be a role model for young people and present a positive "can do" attitude
- Take personal responsibility for own actions
- Commit to a culture of continuous improvement
- Work within the performance framework of The Way Youth Zone and Onside
- Represent The Way Youth Zone positively and effectively in all dealings with internal colleagues, and external partners
- Comply with all policies and procedures, with particular reference to safeguarding, and data protection
- To be alert to issues of safeguarding and child protection, ensuring the welfare and safety of Youth Zone members is promoted and safeguarded, to report any child protection concerns to the designated safeguarding officer using the safeguarding policies, procedures and practice (training to be provided)
- To assist with any promotional activities and visits that take place at the Youth Zone
- To actively promote The Way Youth Zone and positively contribute towards increasing Youth Zone membership through contributing to an aspirational programme

Duties and Responsibilities - Detailed

- To be responsible for cleaning areas of the Youth Zone as allocated by the Facilities Lead
- To perform various cleaning activities including cleaning toilets, sanitary fittings and surrounds; spot cleaning of spillages; wiping furniture, ledges, pipes, paintwork, doors and polishing door glass; emptying and cleaning bins; mopping and spray cleaning hard floor surfaces; floor polishing; wiping, polishing and straightening furniture; replenishing supplies in toilets; and moving items of furniture and equipment
- To operate cleaning machinery for cleaning soft and hard surfaces, such as vacuum cleaners and polishers
- To wear appropriate personal protective equipment as necessary
- To use cleaning materials safely and appropriately, as instructed by the Facilities Manager
- To check and close windows and switch off lights after work
- To report any emergency maintenance problems, including toilets and other water fixtures, or hazards immediately to the Facilities Manager
- Carry out any other reasonable duties as requested by manager

Special Requirements

- This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS)
- A willingness to work unsocial hours during evenings and weekends is required

Person Specification

Selection Criteria*	Essential or Desirable	Method of Assessment
A = Application Form I = Interview T = Test/Personality Profile		
Experience		
Previous cleaning experience	Essential	A & I
Use of cleaning equipment	Essential	A & I
Educational / Vocational Qualifications		
None required		
Skills		
Ability to communicate clearly and follow instructions	Essential	A & I
Ability to prioritise work and manage time effectively	Essential	A & I
Ability to reach, bend, stoop and kneel	Essential	A & I
Ability to work on own initiative and as part of a team	Desirable	A & I
Ability to communicate with a wide range of people and relate well to young people	Essential	A & I
Knowledge		
Knowledge of health and safety issues relating to cleaning	Essential	A & I
Prepared by:	Wendy Rayner-Hall	Date 2nd October 2015
Reviewed by:		Date

*Selection criteria for guidance only, alternative methods may be used to assist the selection process

The Way Youth Zone is committed to safeguarding and promoting the welfare of children, young people and vulnerable groups.