

CRINGLEFORD PARISH COUNCIL

Caretaker and Cleaner Vacancy

Cringleford Parish Council is recruiting for a Caretaker and Cleaner to work at The Willow Centre on Willowcroft Way and The Pavilion on Oakfields Road, Cringleford.

The post will be for 44 hours per four weeks, with opportunity for overtime.

The post is split as follows:

-30 hours (3x 2.5 hour shifts per week) cleaning at the Pavilion. Ideally this will be Monday, Wednesday and Friday morning, but this is flexible.

-14 hours caretaker at The Willow Centre. This will usually be 2x Saturday or Sunday evenings per month.

You will be given your exact caretaking shifts at least three weeks in advance. The Willow Centre opens from 8am – 1am.

We are looking for a self-motivated, hard working person who will ensure that the buildings are kept in clean and safe order and who doesn't mind working alone. The most important skill we are looking for is exemplary customer care when dealing with our customers.

Duties include cleaning, setting out rooms for hirers (including moving tables and chairs) and carrying out routine health and safety checks. You will be expected to undertake funded First Aid and Manual Handling training.

Pay Scale 6 (£12.42 per hour, with a pay award pending from 1 April 2024).

Membership of the Norfolk Pension Fund scheme is available.

For more details or to send your CV please contact:

**Cringleford Parish Council, The Willow Centre, 1-13 Willowcroft Way,
Cringleford, Norwich, NR4 7JJ.**

Tel: 01603 250198 , Email: clerk@cringlefordpc.org.uk.

Closing date Friday 16 August, 10am