

Job Description – Janitor/Cleaner, Wester Loch Ewe Trust (2021)

The successful candidate will be expected to:

- Ensure that The Old School is clean and safe to operate within Scottish Government guidelines for COVID-19.
- Ensure that The Old School is secure, regularly checking all possible points of entry, and opening up/locking up as required.
- Organise and carry out an initial deep cleaning of The Old School prior to re-opening to the public.
- Communicate regularly and directly with WLET's Community Co-ordinator (as Line Manager).
- Be able to explain clearly, the health, safety and COVID-19 guidelines for The Old School to volunteers, members the community, visitors, contractors.
- Be responsible for ordering of cleaning, hygiene and COVID-19 protection supplies, within a budget, and keeping records of these.
- Undertake regular cleaning of toilets, servery, floors, doorways and any other surfaces regularly used by the public or staff at The Old School, keeping records of this.
- Contribute to the development of policies and procedures for use at The Old School during COVID-19 restrictions, including specific policies requested by the Board.
- Keep maintenance records and regularly inspect the fabric of the building and the grounds (including carparking on opposite side of road), reporting to Line Manager and taking appropriate action, with Board permissions if required.
- Be available to open and close the building for all activities/events within The Old School, unless otherwise agreed with Community Co-ordinator, in order to ensure high standards of health and safety, and compliance with Scottish Government guidelines for COVID-19
- During building works, liaise with Building Development Manager and Community Co-ordinator, contractors and architects on site at The Old School, dealing with any site problems or queries efficiently and effectively.
- Be in support of the aims of Wester Loch Ewe Trust, and ready to declare to the Board, immediately, any potential conflict of interest.