



Job Description

Job Title	Support Centre Cleaning Operative
Salary	Up to £15 per hour
Hours	Up to 15 hours per week, Monday to Friday either 7am to 10am or 6pm to 9pm. Flexibility will be required.
Location	The Joshua Tree Support Centre, Dalefords Lane, Sandiway, Cheshire
Reports to	Head of Operations

About The Joshua Tree

The Joshua Tree was founded in 2006 by Lynda and David Hill after their son Joshua was diagnosed with acute lymphoblastic leukaemia. As a charity we provide on-going mental and emotional well-being support to families affected by childhood cancers, both on and off treatment, but particularly recognising that post treatment can be a challenging time, when families are having to adapt to their 'new normal'. To date, we have supported over 350 families across Cheshire, North West England and remotely in North Wales.

After 14 years of fundraising, we opened our brand-new purpose-built Joshua Tree Support Centre in May 2021. The centre, located in Sandiway, Northwich has been built and furnished entirely through a mix of local donations, grant funding and corporate support. We are very proud of the support centre and the services we provide and offer from this location to our beneficiaries.

The Role

Cleanliness of the centre is critically important to us and our beneficiaries and is not something we are prepared to compromise on. As such we are looking for an experienced and reliable cleaning operative to work at our Support Centre in Sandiway. The role will require the successful applicant to have excellent attention to detail and who is self-motivated, friendly & approachable with a 'can do' attitude and a passion for 'doing a great job'. By joining our charity you will be a valued and fully inclusive member of our team knowing that you are contributing to our overall objectives and helping to make a difference to our beneficiaries.

The key purpose of this role is to undertake the cleaning of all areas of the support centre to the highest possible standard ensuring that an immaculate facility is offered throughout the support centre. Normal hours are outlined above however, some flexibility may be required with this role such as when Family Support events are taking place during some weekends. Any change in hours or days will be discussed with your line manager and agreed in advance.

You will be expected to open the centre in a morning or close up in an evening, dependent upon the hours you have elected to work.

Objectives of the Role

- To carry out all cleaning to the required standard of cleanliness as specified by the Head of Operations maintaining high standards of hygiene in line with the Infection Control Policy to ensure we keep families, staff, and visitors safe;
- To ensure that any tools or light equipment and machinery supplied for use are kept in good condition and stored securely in the designated areas;
- To keep storage areas clean and tidy and make sure all materials and equipment are stored in a safe manner;
- To ensure the correct use of materials and equipment in accordance with the manufacturer's instructions and recommendations;
- To use, where appropriate, powered equipment in undertaking cleaning duties;
- To notify the Head of Operations of any mechanical failure of equipment or equipment unsafe for use;
- To carry out all work in line with Health and Safety regulations and risk assessments;
- To inform the Finance & Operations Officer of additional supplies or cleaning materials required;
- To report any hazards to the Head of Operations to ensure a safe environment for all visitors & staff;
- To undertake all cleaning duties including washing, sweeping, vacuuming, emptying of litter bins, dusting and polishing of all areas including toilets, showers, fixtures and fittings and inner glass;
- To undertake any other reasonable cleaning or associated task as requested by the Head of Operations or Head of Family Support;
- Adhering to all The Joshua Tree policies and procedures;
- Other duties as may be required to fulfil the objectives of the role

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

The Joshua Tree is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a DBS check. This post is exempt from the Rehabilitation of offenders Act 1974.

Please email the completed form to davidperrin@thejoshuatree.org.uk or post to The Joshua Tree, Dalefords Lane, Sandiway, Cheshire, CW8 2GW

If you would like to have an informal discussion about this role please call our office on 01606 331858 and ask to speak to David Perrin, Head of Operations or email davidperrin@thejoshuatree.org.uk