**Midstream (West Lancs) Ltd**

**Job Description**

**Cleaner / Caretaker**

**Location :** Skelmersdale **Hours :** Part Time, 20 hrs/wk , 2- 6pm Mon - Fri

**Duration :** Permanent **Rate of Pay :** £8.90 / hour

**CLOSING DATE FOR APPLICATIONS : 30th November 2017**

**Summary :**

To undertake a wide range of cleaning and janitorial duties on site at Midstream (West Lancs) Ltd. The organisation is a Registered Charity which provides work activities, vocational training and day care for young people and adults with learning difficulties and other special needs. The Charity operates from a six and a half acre site on West Pimbo industrial estate. You will be working as part of a small team of three cleaners/caretakers. You will be working within various buildings (industrial and commercial). You will be carrying out most of your during operational hours when clients, staff and members of the public are on site. Work is both indoors and outdoors and can be physically demanding.

**Main duties and responsibilities :**

* To ensure toilets, wash room and changing room facilities used by clients and staff are clean at all times
* To ensure hard floors are kept clean and dry using scrubber/drying machines and/or mop & bucket
* Vacuuming and spot cleaning all carpeted areas
* Cleaning communal kitchen & dining room areas
* Dusting & polishing surfaces, architraves and skirting boards
* Emptying rubbish bins – separate for recycling
* Cleaning windows internally & externally
* Keeping all areas litter free
* Carry out minor repairs to buildings, fixtures and fittings
* Ensure buildings are alarmed and locked and entrance gates are secured at end of day

**Person Specification**

**Essential knowledge, Skills and Experience :**

* Must have recent, relevant, industrial / commercial cleaning experience
* Must have empathy with people with special needs
* Must hold a satisfactory Enhanced Disclosure Report from the Disclosure & Barring Service (DBS). Associated costs to be met by Midstream.
* Must have access to transport - please note that West Pimbo Industrial estate is not serviced by public transport.

**Desirable knowledge, Skills and Experience**

* Although not essential, engineering skills or experience as a handyman with fixing & mending skills would be advantageous .
* A full, clean driving license would be advantageous.