

CLEANING OPERATIVE

Job title:	Cleaning Operative (Maternity Cover)	Salary:	£ 11.95 per hour
Reporting to:	Facilities Officer	Holiday:	33 days, including bank holidays (pro-rata)
Responsible for:	N/A	Contract:	6am – 9am, Tuesday to Friday
Location:	Legacy Youth Zone, 125 White Horse Road, Croydon. CR0 2LG		
Role purpose:	Maternity Cover, fixed term contract for 8 months. To provide a high standard of cleaning services throughout the Youth Zone. As a crucial member of the team, you will contribute to ensuring that a great, first impression is always given to young people, parents and visitors and that all areas of the Youth Zone are safe and clean.		
The Person:	Legacy Youth Zone is an amazing building, which must always be safe and clean for our young people. Will you take pride in achieving a high standard of cleanliness and bring a 'sparkle' to this state-of-the-art building? Do you want to make the Youth Zone the safe and clean facility that young people deserve? *Hours and work pattern require a level of flexibility to suit the needs of the youth work delivery and operations		
Key Relationships:	Facilities Officer, all Legacy Youth Zone staff, young people, parents, visitors		

Context of the post:

Youth Zones are amazing places: accessible, vibrant, welcoming, fun, caring and safe are just some of the words used by young people.

Legacy is dedicated to young people and makes a bold statement about the importance of giving young people high-quality places to go in their leisure time. Legacy has big ambitions to be a flagship for quality youth provision and joins the growing OnSide network of youth zones becoming the 13th youth zone in the network across the UK and the 3rd in London. Open during the week, weekends and during school holidays, the Youth Zone's mission is to give young people an opportunity and a place to discover their full potential and our vision is that every young person becomes the best version of themselves.



Respect



Collaborative



Young People



Excellence



Ambitious

First

Youth Zones provide young people with access to a range of activities, all offering the opportunity to try new things, meet new friends and gain support from friendly, engaging, and positive staff and volunteers. The facilities include a 3G pitch, a gym, a sports hall and recreation area, and dance, art, music and media suites, and facilities equipped for a wide range of sporting, artistic, cultural, and general recreational activities, and targeted services.

Throughout the last few years, young people have been impacted by the pandemic with many young people only beginning to display the effects this has had on them. Legacy Youth Zone is committed to supporting young people's health, physical and mental well-being.

To access a Youth Zone for young people aged 8 – 19 (or 25 with additional needs), simply pay £5 per year membership and 50p per visit.

Find out more by watching

<https://www.youtube.com/watch?v=Yb18h1TPRNE>

<https://www.youtube.com/watch?v=Q3fFHKXV7ZQ>

<https://www.youtube.com/watch?v=sZCMoDYEFtQ>

.....it might just change your life

Duties and Responsibilities

General

- To be responsible for cleaning areas of the Youth Zone, as allocated by the Facilities Officer or another appropriate manager.
- To perform a range of 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 follow opening and closing procedures for the Youth Zone, as directed by the Facilities Officer or another appropriate manager.
- To report immediately any emergency maintenance problems, including toilets and other water fixtures, or hazards to the Facilities Officer or another appropriate manager.
- To actively promote and positively represent the Youth Zone, contributing towards increasing membership and assisting with promotional activities and visits to the Youth Zone.
- To comply with all policies and procedures, with particular reference to safeguarding, codes of conduct, health and safety, and equality and diversity, to ensure all activities are safe, accessible and inclusive.
- To be an active member of the team, carrying out any other reasonable duties as requested by the management team, and operating in line with the values and principles of the Youth Zone.



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Person Specification

Selection Criteria A = Application Form I = Interview AS = Assessment	Essential or Desirable	Method of Assessment
Experience		
Previous cleaning experience	Essential	A, I & AS
Use of cleaning equipment and machinery	Essential	A, I & AS
Skills		
Ability to communicate clearly and follow instructions	Essential	A & I
Ability to prioritise work and manage time effectively	Essential	A, I & AS
Ability to reach, bend, stoop and kneel	Essential	A, I & AS
Ability to work on own initiative and as part of a team	Essential	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
Aptitude		
Positive, 'can do' approach	Essential	I & AS
Commitment to continuous improvement	Essential	I & AS
Special Requirements		
Able to work unsociable hours, predominantly early mornings including weekends	Essential	A & I
Willingness to work additional hours to cover events, holidays and staff absence	Essential	A & I
DBS clearance and committed to Safeguarding children	Essential	A & I

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

The strength of the OnSide Network of Youth Zones is the diversity of its people. We place huge value on different people doing things in diverse ways. The one thing we all have in common is our desire to raise the aspirations of young people across the country. Legacy Youth Zone is also committed to the safeguarding of young people. This post is subject to an enhanced DBS (Disclosure and Barring Service) (Disclosure and Barring Service) (Disclosure and Barring Service) check and satisfactory references.



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Our Values



YOUNG PEOPLE FIRST

Young people are at the heart of everything we do, inspiring and challenging us to deliver services that exceed their needs and challenge them to be the best they can be.

EXCELLENCE

We encourage ourselves and each other to be best we can be through continuous learning and improvement, and a focus on finding solutions.



RESPECT

We act with honesty and integrity, celebrating diversity across the whole organisation and caring about each other, our young people and the Youth Zone environment.



AMBITIOUS

We are passionate and driven in taking on new challenges, embracing new ideas, and exceeding our ambitions for young people, the Youth Zones and our local communities.

COLLABORATIVE

We will create and nurture strong, creative partnerships, working together to achieve better results and outcomes for young people.

