

ROLE PROFILE

Cleaning Operative - LEGACY YOUTH ZONE

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POST: Cleaning Operative

SALARY: £13.85 ph

LOCATION: Legacy Youth Zone, Croydon

REPORTING TO: Facilities Officer

CONTRACT: Part time; 06.00-09.00 Monday, Tuesday, Saturday and Sunday



BENEFITS:

33 days annual leave including bank holidays pro-rata; free gym access; access to OnSide's Talent Academy; Employee Assistance Programme; free staff meals during sessions; discounted holiday club for dependants on working days

KEY RELATIONSHIPS

Facilities Officer, all Legacy Youth Zone staff, young people, parents and visitors.

MAIN PURPOSE

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.

ABOUT LEGACY YOUTH ZONE

Croydon Youth Zone, named "Legacy" by local young people, was the third Youth Zone in London opened by the national charity, OnSide in September 2019. Legacy, like all OnSide Youth Zones, exists to give young people somewhere to go, something to do and someone to talk to. It's about opportunity.

Legacy's state-of-the-art £6.5 million building on Whitehorse Road, provides young people with access to a range of activities, offering them the opportunity to try new things, meet new friends and gain support from friendly, warm and positive staff and volunteers. The facilities include a 3G pitch, a gym, sports hall, recreation area and dance, arts, music and media suites, with facilities equipped for a wide range of sporting, artistic, cultural and general recreational activities and targeted services. To access a Youth Zone, young people aged 8 – 19 (or 25 with additional needs) simply pay 50p per visit and £5 per year membership.

To find out more, please watch this video: <https://www.youtube.com/watch?v=usP0DSRw7nw>

MAIN RESPONSIBILITIES

- 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.

GENERAL RESPONSIBILITIES

- Be a role model for young people and present a positive “can do” attitude.
- Take personal responsibility for own actions.
- Commit to a culture of continuous improvement.
- Work within the performance framework of Legacy Youth Zone and OnSide.
- Represent the Youth Zone positively and effectively in all dealings with internal colleagues, and external partners.
- Comply with all policies and procedures with particular focus on safeguarding, codes of conduct health and safety and equality and diversity to ensure all activities are accessible.
- To be alert to issues of safeguarding and child protection, ensuring the welfare and safety of Youth Zone members is promoted and safeguarded, and to report any safeguarding concerns to the designated Child Protection Officers using the safeguarding policies, procedures, and practice (training to be provided).

PERSON SPECIFICATION

Applicants will be expected to demonstrate the following experience, skills, knowledge, and attributes.

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

APPLICATION PROCESS

To apply, please complete the online application process (submitting a cover letter and CV), which can be found through our website or by [clicking here](#).

Please provide the following information:

- Confirmation you are eligible to work in the UK (the successful candidate will be required to provide documentary evidence before an offer of employment is made);
- Any reasonable adjustments we can make to assist you in your application or the selection process.



This role will be based in the Youth Zone and therefore require an Enhanced DBS upon being offered the post.

Closing date for applications: **For all positions, applications are reviewed as and when they are submitted**

Interviews: **TBC**

Anonymous Applications: We recognise our workforce is under-represented in certain areas and are committed to addressing this. Therefore, we actively encourage applicants to submit anonymous applications; this means removing names & email addresses from CVs and cover letters. The HR Manager will have this information from submissions, but this will not be available to the selection panel when they are considering applications.

For information on how Legacy processes your data, go to <https://legacyyouthzone.org/privacy-policy/>

OUR VALUES

Legacy

An **OnSide** Youth Zone



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 the 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.



AMBITION

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.

COLLABORATION

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



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