

Café Connect CIC Job Description

Job Title	Cleaner – Café Connect
Job location	Café Connect, Radbrook Green Shopping Centre
Hours	9 hours per week (1.5 hours per day, Monday to Saturday) between 16.30 and 18.00
Pay	Grade 1 (£3,276 per annum)
Accountable to:	The Manager of Café Connect

PURPOSE: To ensure that the Café is kept in a clean & hygienic state.

KEY TASKS:

1. Ensuring that all public areas of the Café are clean and tidy before the following day's opening.
2. To carry out all cleaning tasks in line with schedule of work laid down by the manager.
3. To ensure that the food preparation area is left clean and in accordance with current hygiene standards.
4. Ensuring that all food equipment has been properly cleaned in accordance with instructions.
5. To carry out periodic ad hoc cleaning tasks as requested by the manager.

FACILITATING AND REVIEW PROCEDURES

The post holder will hold review meetings with the manager and/or deputy manager as and when required.

TERMS OF APPOINTMENT

1. This is a permanent appointment
2. The job description, terms and conditions and role will be reviewed annually

PERSON SPECIFICATION

Essential

1. Love and care for both volunteers and customers
2. Good sense of humour
3. Able to work as part of a team and under their own initiative

Desirable

1. Food Hygiene Certificate (training will be given)

CAFÉ CONNECT CIC

CONTRACT OF EMPLOYMENT

The following is a contract of employment between Café Connect CIC and

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REPORTING TO: The Manager of Café Connect

RESPONSIBLE TO: The Directors, Café Connect CIC

SALARY: £3,276 per annum.

PERIOD OF EMPLOYMENT: This contract is a permanent contract.

PROBATIONARY REVIEW 3 months

REVIEW Annually

HOLIDAYS: 20 days plus statutory holidays

SICK PAY: Statutory Sick Pay only will be paid (if applicable)

TERMINATION: One month’s notice in writing of termination of employment may be given by either party.

GRIEVANCE PROCEDURE: If the employee has any grievance relating to the job in any way, it should first be raised with the Manager, either verbally or in writing. If the matter remains unresolved it should be addressed in writing to the Board of Directors of the company.

CONDITIONS: These conditions may be amended on one month’s notice by individual letter.

SIGNED: _____ Director

_____ Date

_____ Employee

_____ Date