

SOME KEY INFO RE: EVH CLEANER ROLE

Working Hours: The contracted hours will be 2 hours per week, which can be split into 1-hour sessions across 2 days during the week. Flexibility of those can be mutually negotiated to fit around cleaner's personal availability and hall hiring usage.

Additional time may/can be offered/negotiated for any additional clean required, such as when a hall user has left the hall in an unsatisfactory state after use (not within guidance of their contracted hire).

Payment: currently at £18 per hour. Payment will be made weekly by standing order to be confirmed by submission of a calendar monthly invoice by the Independent Contractor (Cleaner)

Employment Status: Cleaner will be taken on with a working contract, as an Independent Contractor (self-employed with own responsibilities for tax and insurance processes.

The cleaner must have the ability to work independently/unsupervised and be physically able to carry out the cleaning duties required.

Line Manager: The Cleaner's *Line Manager (main point of contact/responsible to)* will be one of the Village Hall's volunteer Trustees, who is the Committee's Treasurer.

Cleaning: Involves general internal cleaning of the Easterton Village Hall, which has a Main Hall, Garden Room with kitchenette, kitchen, bar and toilet areas.

Hall hirers are asked to tidy up, clean/put away any dishware, wipe down surfaces, replace any hired or moved furnishings, and remove any waste produced during their hire (in rooms and toilet areas).

The cleaner role during the contracted 2 hours per week involves general cleaning support throughout the hall rooms (except the 3 main storage rooms), to help maintain the cleanliness of the building for hall users.

Jobs include sweeping and washing floors, cleaning accessible surfaces, and toilet areas, including accumulated dust or cobwebs. A suggested cleaning list is kept fixed to the cleaner cupboard door.

Additional considerations include helping report on any issues, such as if a hall hirer has left the hall in an unsatisfactory state, any broken/damaged items the cleaner may notice that may not have been reported.

Access: The Cleaner will be given their own door access code, so they are able to independently access/secure the building. They will also have access to the key for the locked cleaning consumables cupboard room.

Cleaning Materials: Provided, and consumables are in a locked cleaner store-room cupboard (that cleaner will have responsibility for keeping locked – key stored in hall).

Cleaner to notify Line Manager when any cleaning materials due for replacement.