

**Where
Everyone
Sticks
Together**

**ROLE PROFILE
CLEANING
ASSISTANT**





WEST YOUTH ZONE

4 EDCITY CONCOURSE, EDCITY, LONDON, W12 7TF

REGISTERED CHARITY NUMBER: 1125893

Hammersmith & Fulham is a neighbourhood of wide disparities, with an acute need for youth services. The north of the borough comprises many neighbourhoods in the 20% most deprived neighbourhoods in the UK, whereas in the south, many are in the least deprived. This vast difference between those living in different parts of our borough is hugely unfair and can lead to radically different life outcomes. WEST Youth Zone is a vital provision that will make a huge difference to the lives of young people, and to the whole borough, levelling the playing field for our young people.

Construction of Hammersmith & Fulham's Youth Zone, named "WEST" by local young people, is due to be completed at the end of 2023 and open in spring 2024 as the fourth OnSide Youth Zone in London. At WEST, we believe all young people in Hammersmith & Fulham should have the opportunity to discover their passion and their purpose. To find out what they've got and where it could take them. Our Youth Zone will be a purpose-built space fizzing with energy and crammed with incredible facilities. It will be staffed by skilled and dedicated youth workers who truly believe in young people in the city – helping them see what they could achieve, and giving them the skills, confidence and ambition to go for it.

Once open, we will deliver life-changing support to help thousands of young people from a diverse range of backgrounds to thrive.

Open 37 hours a week, 7 days a week, while schools are closed - that's evenings and weekends, plus all through the school holidays. We will offer a safe and active space for young people to flourish in their leisure time, where their interests can be nurtured, and they can grow as Individuals. Averaging 1,000 visits per week this is a charity that the whole community can be proud of, and you can be part of that journey.

Entry will be just 50p each visit and annual membership £5 which will give a young person access to over 20 activities per night. In addition to our open-access provision we will run targeted projects that bring specific outcomes to some of those most in need of additional support and interventions.

WEST Youth Zone will operate a proven OnSide model of youth service provision that is aligned to community needs and supported by cross-sector funding.

We give 8 –19year-olds, (and up to 25 for young people with additional needs) affordable access to a broad range of sport, arts and employability services, designed to empower them to lead healthier, positive and more active lives – raising their aspirations for themselves and their community.

The facilities will be second to none, delivering sporting, artistic, cultural and general recreational activities each session. The outstanding quality of the facilities is a concrete demonstration of the belief that the young people of our community deserve the best.

CLEANING ASSISTANT PART TIME

THE ROLE

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 Cleaning Assistant will work with the Facilities Manager in the delivery of a common, efficient, and cost-effective cleaning service.

Open 7 days a week including school holidays, WEST Youth Zone's purpose is to help young people grow to be happy, healthy and successful adults. Our state-of-the-art building provides young people with a range of activities, giving young people the opportunity to try new things, meet new friends and gain support from friendly, warm and positive staff and volunteers.

Facilities include a kick pitch, climbing wall, gym, sports hall and recreation area, and dance, arts, music and media suites.

HOURS: Part-time: 8-24 hrs per week according to availability, evenings and weekends

BENEFITS: 33 days holiday inclusive of bank holidays; workplace pension; free gym access (once WEST has opened); access to OnSide's Talent Academy; bespoke training and mentoring.



CLEANING ASSISTANT – KEY RESPONSIBILITIES

Reporting to Facilities Manager

- To be responsible for cleaning areas of the Youth Zone, as allocated by the Facilities Manager or another appropriate manager.
- To perform a range of cleaning activities including cleaning toilets, sanitary fittings and surrounds; spot cleaning of spill ages; 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.
- To operate cleaning machinery for cleaning soft and hard surfaces, such as vacuum cleaners and floor polishers.
- To follow opening and closing procedures for the Youth Zone, as directed by the Facilities Manager or another appropriate manager.
- To report immediately any emergency maintenance problems, including toilets and other water fixtures, or hazards to the Facilities Manager 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 Senior Leadership Team, and operating in line with the values and principles of the Youth Zone.

CLEANING ASSISTANT - CRITERIA

ESSENTIAL:

Strong understanding of written and spoken English language

Previous cleaning experience

Use of cleaning equipment and machinery

Ability to communicate clearly and follow instructions

Ability to prioritise work and manage time effectively

Ability to reach, bend, stoop and kneel

Ability to work on own initiative and as part of a team

Ability to communicate with a wide range of people and relate well to young people

Knowledge of health and safety issues relating to cleaning

Positive, 'can do' approach

Commitment to continuous improvement

Able to work unsociable hours, predominantly early mornings including weekends

Willingness to work additional hours to cover events, holidays and staff absence

DBS clearance and committed to Safeguarding children





CLOSING DATE: FRIDAY 5TH JANUARY 2024

INTERVIEW DATE: WEDNESDAY 10TH JANUARY 2024

WE REVIEW APPLICATIONS ON A ROLLING BASIS AND RESERVE THE RIGHT TO CLOSE THIS ROLE EARLY.

West Youth Zone are committed to safeguarding and promoting the welfare of children, young people, and vulnerable groups. This post is subject to an enhanced DBS check.

The strength of the OnSide Network of Youth Zone is the diversity of its people, we place huge value on different people doing things in different ways and we welcome applications from what might be considered non-traditional backgrounds. The one thing we all have in common is our desire to raise the aspirations of young people across the country. We are an equal opportunity employer

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