



## **Job Description**

Job Title: Letham Community Hub Domestic

Reports To: Community Hub Senior Worker

Hours: 16 hrs per week working on the basis of 5 days from 7 a week.

Salary: £12 per hour

Contract: 3 month probationary period , thereafter fixed term contract

## **About Letham4All**

Letham4All is a Scottish Charitable Incorporated Organisation which aims to support the advancement of community development through maintaining and managing the Letham Community Wellbeing Hub and providing recreational facilities, physical and social activities with the aim of improving the conditions of life of the community

## **Experience:**

We will be offering this post to a person who is able to demonstrate they have a willingness to work with local people and volunteers and supporting a voluntary organisation. They will have experience of working in a small team and be able to take their own initiative when required. They will take pride in the work and have experience of providing excellent customer service. Ideally, they will have good knowledge of the community of North Perth City and of the issues that affect the people living there.

## **Essential Job Functions:**

- Work according to the Letham4All Staff Policies and all Letham Community Hub procedures are implemented, including health and safety.
- Work with other Letham4All staff and local volunteers to maintain the Letham Community Hub.
- Work according to the Letham4All Staff Policies and all Letham Community Hub procedures are implemented, including health and safety.
- Offer excellent customer service, supporting local people to use the Letham Community Hub ensuring spaces and rooms are safe clean and ready to use.
- Be responsible for a daily cleaning programme and deep cleaning and detailed cleaning tasks, including the soft play area.
- Notify management of deficiencies or repairs required
- Managing cleaning materials safely and stock required for public areas
- To undertake general tasks as required in support of Letham4All Activities

- Attend relevant Letham Community Hub meetings

- **Skills:**

- Ability to work with and enable people from a variety of backgrounds.
- Ability to work with a small team and take their own initiative
- Ability to create a positive work environment
- Good verbal communication skills
- Ability to work well on their own and within a team setting
- Good standard of written English

**Working Demands:**

A flexible approach with a willingness to work in the evening and at weekends is essential. Hours will be variable depending on the demands of the business. Attendance at training will be mandatory.

**Package:**

- £12.00per hour
- 16 hours per week , 28 days holiday including 6 days public holiday, pro-rata
- 1 month notice period