

HOPE 4 (RUGBY) Ltd – HOPE CENTRE CLEANER APPOINTMENT

We are looking for a cleaner for our Centre. You must be reliable, able to work for two hours each weekday morning between 8.30/9am and 10.30/11am and have some experience of working on your own. Hope 4 is a local charity working with homeless people and those who are badly housed. The contract will run initially for 12 months with an option to extend, if both parties are satisfied.

Please apply by sending us a completed application form, a CV outlining your work experience to date and details of two referees to: Stan Bird, Property Manager Hope Centre, 8 Newbold Road, Rugby CV21 2LJ.

The closing date for applications is 29th August 2017. Interviews will be held on 4/5th September 2017.

JOB DESCRIPTION - HOPE 4 (RUGBY) Ltd – HOPE CENTRE CLEANER**Our services:**

The Hope Centre (8 Newbold Road) opens daily weekdays (from 11.00-14.00), on a Saturday morning (09.00-11.00) and on Sundays from 13.00-16.00. Referred guests are provided with a hot meal, somewhere to relax, practical advice and with shower and laundry facilities. The Hope Centre is managed by three Support Workers with the help of the Charity's Directors, an Administrator, and by several teams of volunteers.

Food Ministry: Hope 4 also provides a hot food ministry (Hope 4U) on Monday, Wednesday and Friday of each week from 18.00--19.00 in the Hope Centre. 20-30 clients are served over the course of a typical session. Hope 4U is managed by volunteers – mainly from several churches – from within the Rugby area, and is overseen by a support worker. Each church or community team participates in a rota system and is represented by a Team Leader and a rota of volunteers in their group.

The job you are expected to do: Keeping the Hope Centre clean and tidy. This includes the two community lounges, the entrance area, the dining area, the office and storage areas, toilets and shower areas. A schedule of daily, weekly and monthly tasks will be agreed with your Line Manager and you will need to be able to liaise with our administrative assistant daily about any cleaning issues you have identified. You will also be expected to assist with ordering cleaning materials.

Salary: £8 per hour for up to 10 hours per week, worked Monday to Friday each week, two hours daily **in the morning**. Statutory National Insurance, holiday, pension and sick leave arrangements apply. An appraisal, conducted by the Line Manager after three months and then annually is compulsory. This appointment will be reviewed after 3 months and then annually.

Hope 4 (Rugby) Ltd. is a **Registered Charity** (no. 1126487). It is also a **Private Company, limited by guarantee**, (Companies House no. 06614898). website: <http://www.hope4.org.uk>