



Tove Valley Centre Cleaner/Site Supervisor

Job Title: Cleaner/Site Supervisor

Reports to: Nominated member of the leadership team of Tove Valley Baptist Fellowship.

Location: Tove Valley Centre, Northampton Road, Towcester, NN12 7AH

Date: Flexible start date (3-month probationary period, permanent after successful review)

Pay: £12 per hour

Hours: 10 hours per week, flexible, e.g. 8.00 – 10.00 Monday – Friday;

Tove Valley Baptist Fellowship are celebrating three years since the Tove Valley Centre opened its doors as a home for the church and a welcoming space for the community.

As we have increased the use of the centre for both the community and the church, we are now looking for someone who can join us in ensuring the Tove Valley Centre is clean and well maintained for everyone who comes here.

Job Overview

Tove Valley Baptist Fellowship is seeking a motivated and proactive individual who is committed to ensuring that the building and environment is clean and safe, to assist with the smooth and efficient running of the Tove Valley Centre. TVC was built in 2021 as a home for TVBF and to serve the local community, by hosting our own events as well as providing a multi-purpose space for hire.

Job Description

- Daily general cleaning of the building and reporting and cleaning material shortages
- Undertake tasks for general handy person, applying the necessary skills in a safe and competent manner
- Maintain outside areas of building alongside volunteer team
- Some unlocking & locking of building for external hirers, including some arrangement of rooms for bookings
- Conduct regular checks, both internally and externally for missing items, defects, damages or breakdowns and report to the relevant person
- Scheduled Health and Safety checks
- Cleaning and management of kitchen appliances
- Gritting/bad weather procedure
- Cleaning low level windows

For more information on this role, please contact Rosie Binley, TVBF Secretary secretary@tvbf.co.uk

Application by CV and covering letter to secretary@tvbf.co.uk

Flexible start date

Tove Valley Centre is owned by Tove Valley Baptist Fellowship

Registered Charity # 1179215