For office use only: **VCE008**

Reviewed by: **RC/JL**

Date: **06/21**

**CE Cleaning Assistant**

Location of Position/Department: Mochdre

Responsible To: Jean Lee

Time Commitment: 2 hours – Wednesday/Friday 9am – 11.00am

Number of Placements Available: 2

**Purpose/Summary of Role:**

Assisting the Cleaner to keep the head office clean and tidy

**Description of tasks:**

* General cleaning duties including mopping, brushing, hoovering and dusting
* Organising the crockery in the canteen areas
* Keeping kitchen cupboards clean and tidy
* Assisting with the setting up of meeting rooms
* Litter pick outside/sweeping outside (weather dependant)
* Checking toilets are neat and tidy
* Assisting in emptying recycling bins

**Training & Support:**

Work Buddy: Suzie Evans

* Induction to the organisation
* Full training on all aspects of the role
* Regular updates from Employment Academy Mentor
* Personal Development Plan
* Participation in the Volunteer Rewards Programme

**Reimbursement of Expenses:**

Out of pocket expenses will be reimbursed as follows:

* Mileage costs @ 40p per mile from home to place of volunteering
* Public transport costs reimbursed on receipt of valid ticket
* Lunch (conditions apply)
* Childcare (conditions apply)

**How to Apply:**

* Email: tish.calveley@creatingenterprise.org.uk or telephone 01492 588 980
* Express an interest in which role you are interested in

**Line Manager’s Signature: Date:**