



Boing Bristol CIC

c/o The Hub, Fedden Buildings, Gainsborough Square, Lockleaze, Bristol BS7 9FB

Registered Company Number: 09490607

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Boing! Lockleaze Cleaning Co-ordinator Job Description

Job title:	<i>Boing!</i> Lockleaze Cleaning Co-ordinator
Hours of work:	<ul style="list-style-type: none">• 8hrs per week term time only (ideally 2 hrs on a Sunday evening, 2 hrs on a Tuesday and Thursday afternoon and 2hrs laundry)• 10 hrs deep cleaning six times per year (in the school holidays: October, December, February, April, June and August)• There may be additional hours available over time.
Work base:	<i>Boing!</i> Softplay Family Centre, c/o The Hub, Gainsborough Square Lockleaze BS7 9FB.
Holiday entitlement:	20 days per year pro rata (plus Bank Holidays).
Salary:	£11 per hour (paid monthly every month of the year)
Management:	Line manager will be the <i>Boing!</i> Lockleaze Manager.

Purpose of the post:

- To ensure all areas of *Boing!* Softplay Family Centre in Lockleaze are clean, fresh, tidy and well presented.
- To ensure that the Centre is well stocked with cleaning related resources and equipment.
- To ensure that all staff members correctly know how to use the cleaning equipment.
- To ensure that all health and safety regulations are carefully and correctly followed.
- To regularly revise, update and improve cleaning related processes and policies.
- To effectively perform and document routine inspection and maintenance activities.
- To be a fantastic ambassador for *Boing!*

Further information

Boing! Softplay Family Centre is based in the heart of Lockleaze, a community which, despite recent revitalisation, is still within the top 30% of deprived wards nationally. *Boing!* was established in 2011 as a part of the important work to support and help some of the community's more needy families. It is now a social enterprise with all profits ploughed back into the business to help fund our work during the week, which includes a Play Café, a targeted toddlers group and other activities to benefit local families and those from further afield. Our *Boing!* Parties offer is the income generating part of our enterprise so it is important for us to maximise the number of parties we host.

Every weekend, *Boing!* can host up to 6 parties, specifically for families of 0-5 year olds – 3 on a Saturday and 3 on a Sunday. Over each of the past 6 months, we have been over 98% full with our party bookings. Each party entertains 20-30 people.

During the Monday to Friday week we run 15 play sessions. During each session we see, on average, 12 families: approximately 30 people. Although light cleaning is carried out regularly by café and party staff, the need for a deeper clean at least three times per week is evident.

Person specification

The following criteria are considered ***essential*** for this post. You must:

- Demonstrate good organisation and efficiency. An ability to manage your own workload (including establishing priorities) and work independently (paying attention to detail and being accurate) as well as collaboratively within a limited timescale.
- Be motivated and demonstrate this through a hardworking work ethic.
- Be able to be proactive and use initiative (as well as reacting creatively and impulsively).
- Be able to follow instructions.
- Be reliable and trustworthy.
- Be flexible and work well under pressure.
- Have demonstrable experience of responsibility in a work setting.
- Have demonstrable cleaning and co-ordinating experience.
- Be comfortable with responsibility.
- Be comfortable with 'lone' working.
- Be comfortable, and able to, negotiate the softplay equipment to clean it effectively.

The following criteria would be ***desirable***:

- Local knowledge.
- Knowledge of the voluntary sector.