**Care Farm Cleaner**

**Job Description and Person Specification**

**Reports to:** Care Farm Manager & Site Co-Ordinator

**Contract:** Permanent

**Hours:** 4 hours per week. Flexible timings

**Based at:** Lakeside Care Farm, Lower Moor Nature Reserve, near Oaksey

**JOB PURPOSE**

To make a major contribution to the delivery of Wiltshire Wildlife Trust’s (WWT) Strategic Goals:

* *improving health and wellbeing through connection in and with nature*
* *providing opportunities for Wiltshire’s children and young people to experience the joy of nature and nurture a lasting interest in nature*

**DIMENSIONS**

There are no line management or budgetary dimensions to this post.

**MAIN DUTIES AND RESPONSIBILITIES**

The main duties and responsibilities may include all or some of the below:

Cleaning

1. Follow the cleaning checklist schedule as set out by the Manager.
2. Maintain a high standard of cleanliness within all the Care Farm rooms and buildings, including the office and staff room.
3. Clean kitchen, all toilet areas (sinks and hand basins) and outside sink. Ensure all such areas are maintained to a high standard of hygiene and cleanliness, including limescale removal. Check and replenish towels, soap, toilet rolls.
4. Clean and wash floors.
5. Clear and empty waste bins (including recycling bins).
6. Clean signage and other supporting safety directives reporting any damage or wear and tear.
7. Bring to the attention of the Manager any requirements for fresh supplies of cleaning solutions and materials or faulty cleaning equipment in a timely manner.
8. Ensure areas of responsibility are secured during and after cleaning.
9. Ensure proper procedures are followed when cleaning areas housing sensitive equipment and documentation to ensure that equipment is not damaged and that documentation remains secured.
10. Maintain confidentiality at all times in respect of Trust related matters and prevent disclosure of confidential and sensitive information.
11. To help cover sessions at The Willows Care Farm near Melksham on an ad hoc basis if appropriate
12. Any other duties as may be reasonably requested.

**Other**

1. Maintain an understanding and commitment to the delivery of the Trust’s Strategic Plan
2. Comply fully with the Trust’s policies and procedures as detailed in the Staff Handbook
3. Comply fully with the Trust’s Health and Safety policies and procedures, including adherence to dynamic risk assessment protocols
4. Comply fully with the Trust’s Safeguarding policies and procedures
5. To champion the importance of environmental learning and education and the work of the Trust and the achievements of our students and users.
6. Attend and complete training (*e.g.* First Aid, Safeguarding), team meetings, staff conferences and briefings as required
7. Carry out any other duties as may be reasonably requested

**SAFEGUARDING**

Wiltshire Wildlife Trust is fully committed to safeguarding the welfare of all children, young people and adults at risk. All WWT staff will receive safeguarding training and must ensure that they comply with WWT’s safeguarding policy.

**BACKGROUND**

This post has arisen due to the continuing success of Wiltshire Wildlife Trust’s Care Farm provision at Lakeside on Lower Moor Nature Reserve and The Willows near Melksham. Each provides one-to-one nature-based therapeutic activities for children, young people, and adults with additional needs, social and communication difficulties, mental ill-health, and those needing emotional support.

**WORKING RELATIONSHIPS**

It is imperative that positive relationships are maintained with colleagues, as well as members of the public and, where required, WWT staff from other areas of the Trust.

**KEY CHALLENGES**

A key challenge will be working on your own initiative, whilst lone working. A further key challenge will be to undertake this throughout the seasons in all weathers.

**SCOPE FOR IMPACT**

There is scope to contribute to increasing the Trust’s commercial income in this role enabling the expansion of existing services and the development of new strands of educational services.

**EXPERIENCE, QUALIFICATIONS AND SKILLS REQUIRED**

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|  | **Essential** | **Desirable** |
| Qualifications | • Basic numeracy and literacy. |  |
| Experience | * Knowledge of relevant Health and Safety requirements * Cleaning experience |  |
| Skills & Knowledge | * Time management and organisational skills. * Ability to work under own initiative and problem solve independently. * Ability to work to deadlines. * Ability to carry out duties to a satisfactory standard and an acceptable productivity level. * Respect for safety and cleanliness of workplace. * Ability to work with minimum supervision and organise own workload. | * Knowledge of COSHH protocols |
| Personal attributes | * Strong personal motivation and a high level of trustworthiness. * Fit and able to use cleaning machines and carry out physical demands of the role. * Good sense of humour |  |
| Additional requirements | * Able to provide own transport to the site.   Willingness to lone work under the Wildlife Trust lone working guidelines and support structures. |  |

Special note:

This job description does not form part of the contract of employment but indicates how that contract should be performed. The job description will be subject to periodic review and amendment in consultation with the post holder. The post holder may be required to perform duties other than those given in this job description. The duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of the responsibility entailed. Such variations are a common occurrence and would not in themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.