



EDINBURGH WOMEN'S AID

Job Description

Job Title:	Cleaning Maintenance Operative (2 vacancies)
Hours:	14 hours per week (each vacancy)
Salary:	Scottish Living Wage - £12.00 per hour
Responsible To:	Finance manager
Contract:	Permanent contract (subject to funding)
Holiday Entitlement:	26 Days Annual Leave Plus 10 Public Holidays Pro Rata

This role is subject to Adult and Child PVG scheme membership.

Job Purpose

To clean, maintain and upkeep EWA offices and Refuge accommodation.

Main duties

- To ensure that EWA offices are cleaned to a high standard, and are presentable for both service users and staff members. General duties include: cleaning of common spaces, general offices/facility cleaning, including and not limited to: brushing, mopping, hoovering, cleaning of staff kitchens, toilets and replenishment of cleaning and hygiene resources.
- To report to management maintenance issues or repairs required of the EWA office buildings.
- To liaise with the budget holder for the replenishment of cleaning resources, and new equipment purchases.
- To ensure that EWA shared refuges are cleaned to a high standard and are presentable for service users and any accompanying children. General duties include: cleaning of common spaces, unoccupied bedrooms, including and not limited to: brushing, mopping, hoovering, cleaning kitchens, toilets and replenishment of cleaning and hygiene resources.
- To set up new properties as refuge accommodation for women and any accompanying children.
- To ensure the refuge building and gardens are maintained to a high standard and remain in good repair and decoration.

- To provide information to the Duty/Crisis Assessment team to enable vacancies in refuges to be filled.
- To carry out weekly checks of refuges for Health & Safety purposes and ensure that they are properly maintained by service users.
- To report repairs to landlords; pass any difficulties to the manager.
- To ensure all EWA properties are secure and have responsibility for allocating security keys.
- To organise repairs and maintenance tasks including painting and decorating.
- To ensure that immediately prior to a family vacating the accommodation the inventory is checked.
- To assist the family with their belongings to move out of refuge where appropriate.
- To assist with the maintenance of storerooms and goods therein. To ensure all necessary paperwork for the receipt/and/or issue of resources is completed.
- To attend and participate at team meetings and training.
- To participate in regular support and supervision.
- In co-operation with the manager, to develop a personal skills and training development plan.

There may be a requirement to work out with normal working hours on occasions.

Essential requirements
<ul style="list-style-type: none"> • An understanding of domestic abuse and the effects of abuse on women and children. • To understand and work from the ethos of the feminist analysis of abuse. • Good attention to detail – with a flexible approach to working. • Good written and verbal communication skills. • Ability to work independently as well as part of a team. • Ability to work on own initiative in a busy environment. • Keep appropriate records. • Computer literate. • A full driving licence.
Desirable requirements
<ul style="list-style-type: none"> • Understanding of H&S and COSHH regulations. • Experience of working in the voluntary sector.

Women only need apply under Schedule 9 (Part 1) of the Equality Act 2010

Edinburgh Women's Aid is an equal opportunities employer and welcomes applications from all sections of the community.

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