



HORWICH TOWN COUNCIL

Job Vacancy – Casual Cover Caretaker/Cleaner at Horwich Community Centre

Horwich Town Council has operational responsibility for Horwich Community Centre on Beaumont Road, Horwich, which provides a wide range of leisure, recreational and educational activities, social support and information to residents of all ages living in and around Horwich. The Community Centre is self-financing, with Horwich Town Council leasing the building from Bolton Council and providing financial support for staffing costs. The ethos of the Community Centre is to provide and develop facilities to bring people in the local community together, to develop skills and interests, offer social and volunteering opportunities and to improve the overall quality of life for all.

The Council wishes to recruit a casual caretaker/cleaner to join the existing team by providing holiday, sickness and emergency cover as and when needed. The rate of pay is £12.26 per hour. The successful candidate will be required to attend a number of paid training days, however there is no guarantee of regular hours.

The post involves caretaking and cleaning duties and ensuring the safe operation and upkeep of the Community Centre, some of which include:

- opening up and closing of the building with responsibility for its security
- keeping external areas safe and clean, ensuring that both the inside and outside of the building are kept presentable and that it is kept well stocked
- conducting minor repairs, regular cleaning duties, moving tables, chairs and equipment
- walking around the building to make sure it is safe and tidy and doing regular checks of high footfall areas such as toilets, with keyholder duties as required.
- general maintenance as required
- being able to work as part of a team as well as on your own initiative is essential, with some knowledge of health and safety issues preferable.
- a good service ethos is essential and a pro-active 'can do', energetic attitude towards your work and all users of the Community Centre is a definite must.
- the ability to self-manage, attention to detail and the ability to prioritise is also required.

If you feel you are able to provide the high standard of service required and work as part of a small team, please apply by requesting a job description and application form which can be downloaded from our website www.horwich.gov.uk, by email townclerk@horwich.gov.uk phone 01204 691090 (answerphone in operation) or collect from Horwich Community Centre, Beaumont Road, Horwich, Bolton BL6 7BG

Closing date for applications is Monday 18 July 2025. We are not accepting CVs, please use an application form.