

WHCA are Recruiting

We are looking to fill a **CARETAKER / CLEANER** position at our **Greenhills Centre** in Wheatley Hill

The post is for a minimum of **20** hours per week Monday to Friday, paid at the prevailing National Living Wage rate (currently £9.50 per hr)

The post requires full flexibility to cover the demands of the business and responsibilities can include early mornings, evenings and weekends.

Main Duties include:

- Key holder responsibilities to open / lock the building and grounds
- General cleaning and maintenance
- Room set ups (manual handling chairs / tables / equipment)
- Reception cover (evening shift) to assist service users attending activities

To apply send covering letter explaining why you wish to be considered and detailing relevant skills and experience for the post (and CV if available) to:

The Operations Manager, Wheatley Hill Community Association, Greenhills Centre, Stephens Terrace, Wheatley Hill DH6 3JS. Email to : admin@greenhillscentre.co.uk using subject header CARETAKER VACANCY _ APPLICATION.

Closing Date: Fri 17th June 2022 5pm



Greenhills Centre is a project of Wheatley Hill Community Association
A Company Limited by Guarantee—Registered Company NO. 5067671
Registered Office—Stephens Terrace, Wheatley Hill, Co Durham DH6 3JS
Registered Charity No. 1105615
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www.greenhillscentre.co.uk

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