



HILLFIELDS COMMUNITY GARDEN  
growing together

## Community Centre Cleaner

<b>Salary:</b>	£14.00 per hour
<b>Hours:</b>	Zero-hours, shifts to be agreed in advance, early mornings (7am/8am)
<b>Days:</b>	Early morning or late night, as needed, with some evenings and weekends
<b>Location:</b>	Hillfields Park Community Centre, Thicket Avenue, Hillfields, BS16 4EH
<b>Reporting to:</b>	Centre Coordinator and CEO
<b>Team:</b>	Cleaning Team, Operations

### Details:

- Flexible working pattern with an immediate start date
- **Application Deadline 9 AM 27th April 2026**
- **Interviews shortly after - in early May**
- We operate with flexibility, so please do get in touch if you have questions about the role or the interview
- The successful applicant will be appointed subject to satisfactory references and a possible enhanced DBS
- Please complete the following application form: <https://forms.gle/JcxRo23EL7Kd3Hc98>

Hillfields Community Garden is a resident-led charity working in Hillfields. We deliver a range of activities, services and events. We manage and run Hillfields Park Community Centre, ensuring it is a safe, welcoming, and well-maintained space for everyone. The Cleaner will play an important role in supporting our work by keeping our buildings clean, safe, and fit for purpose, helping us provide the best possible environment for the community. We are looking for committed people who enjoy working in a small team and have enthusiasm for our work.

The Community Centre is regularly used for groups, a community café, and events. It is also available for private hire by local residents and external organisations. From time to time, the Community Centre Cleaner may be asked to carry out additional cleaning outside of their contracted four hours. Any extra work will be agreed in advance and paid at the hourly rate.

### Purpose:

- Cleaning Hillfields Park Community Centre regularly to a high standard
- Responsible for monitoring cleaning resources (equipment and products) and notifying the Centre Coordinator of needs
- Responsible for reading and adhering to COSHH (Control of Substances Hazardous to Health) and other relevant guidance for all cleaning materials

### Key Responsibilities and Accountabilities:

- To keep the building clean and fit for purpose
- To vacuum all rooms and offices
- To mop all floors
- To clean the toilets and bathroom facilities
- To empty all bins

- To dust all surfaces
- To polish glass windows when needed
- To clean some kitchen equipment when needed
- To refill hand towel dispensers, replace toilet rolls, etc., as required
- Any other cleaning tasks that may be occasionally required

### General

- To keep the cleaning cupboard secure at all times
- To keep keys and alarm codes to the community centre secure at all times
- To work within the Charity's policies in relation to lone working
- Operate safely within the workplace with regard to HCG's health and safety policy and working practices
- To be responsible for your own Health and Safety and that of other staff and residents
- Reporting wear and tear of the building or damage to the Centre Coordinator
- Additional cleaning after large events (to be agreed in advance)

### Essential skills and experience would include:

- At least one year of experience working as a cleaner or similar
- Knowledge of health and safety as it applies to your role
- The ability to manage your own workload and work independently
- The ability to respect and maintain confidentiality
- Trustworthiness and good time-keeping

### Desirable skills and experience would include:

Good interpersonal skills and ability to work well with a variety of people.

This job description sets out the key outcomes required. It does not specify in detail all the activities the post holder is required to undertake to achieve these outcomes.

As a newly reopened community space, we anticipate that hours for cleaning will increase in time, it is also our intention to have one or two regular cleaners who can act as bank staff when we have events.

We strongly believe that a diverse organisation brings with it a diversity of ideas, thinking and ways of working which enhance what we do. Our staff bring with them a diversity of experiences, backgrounds, skills, ages and outlooks, which can provide added value to the services delivered by the charity. We welcome applications from all people living in and around Hillfields and East Bristol.

### Hillfields Community Garden

Registered Charity number: 1204254

Registered Address: Hillfields Park Community Centre, Thickett Avenue, Hillfields, Bristol, BS16 4EH

Website: [www.hillfieldscommunitygarden.co.uk/](http://www.hillfieldscommunitygarden.co.uk/)