



Volunteer Role Description

New Quay Community Hub @ The Memorial Hall

Title	Cleaner
Responsible to	Development Officer
Base	Memorial Hall

What is a Cleaner?

A cleaner keeps the hall in a clean and tidy condition. Hall hirers are instructed to leave the space as they find it, which should be in a clean and tidy state. Not everyone is diligent in this, and there are non-hired spaces that need regular cleaning.

What's in it for you:

- Join a friendly team who are passionate about New Quay and the Memorial Hall.
- Use your skills and experiences in a constructive and meaningful way.
- Meet new people and become a known and respected member of your community.
- Make a difference to your Local Community.
- Help others who may be struggling.
- Be part of our organisation and support us making a difference to people's lives.

What's involved:

- Working on a rota with other cleaners.
- Cleaning floors, toilets, kitchens, glass etc.
- Inform the development officer of your volunteering hours at least once a month.

Who is the role suitable for:

Anyone who enjoys cleaning.

Time Commitment

The caretaker will produce a weekly cleaning rota, you are free to choose which days you want to do. Cleaning can be done at any time the hall is quiet and not in use. This is usually early mornings or late evenings; minimal cleaning should take one to two hours, but you may want to take longer to do deeper cleans.

Contacts

Volunteer Coordinator	John Barrett, 07949 426609, john.barrett@nqch.org.uk
First Aid	John Barrett
Safeguarding	John Barrett
Activity Coordinator	John Barrett

Training

All volunteers are offered an induction to include a tour of the building, information on safety procedures and information about our charity. This can be arranged with the development officer at a mutually convenient time, even outside your normal volunteering hours.

You will be offered First Aid training at the first available opportunity.

Support

Volunteers will receive ongoing support from the Caretaker and from the volunteer coordinator by way of one-to-one meetings, news bulletins, telephone, email and text support, ongoing and updated training, and other support. The frequency of these will be determined by the time commitment of the volunteer and their individual needs.

Resources

Materials required to complete jobs will be provided.

Expenses

Pre-approved out of pocket expenses are re-imbursed at the committee's discretion.

The do's, and don'ts of volunteering with New Quay Memorial Hall

- Do let us know if you need support to carry out your volunteering role.
- Do ensure you are clear on the expectations of your role.
- Do keep in touch with your Volunteering Co-ordinator.
- Do ensure you have a safe volunteering environment whether you are volunteering from home or in the office.
- Don't be afraid to raise concerns and problems. An open honest discussion can often clear the air and sort things out. If you cannot talk to anyone else, please talk to the Volunteer coordinator or a trustee.

Role description created

31/01/2024