



Tomintoul & Glenlivet
Development Trust

Tomintoul & Glenlivet Development Trust Job Description

Job title: Cleaner

Location: Tomintoul & Glenlivet Discovery Centre and The Smugglers Hostel Tomintoul

Employer: Tomintoul & Glenlivet Development Trust

Report to: Development Manager

Description of business: Tomintoul & Glenlivet Development Trust is a community-led regeneration company based in the Cairngorms National Park, North East Scotland. It was established in 2012 to address the economic decline in the area and has developed a wide range of projects from a community broadband scheme to a £500k museum refurbishment. The Trust has 310 members and is managed by a Development Manager and has a trading subsidiary managing its income generating portfolio.

Key responsibilities

- Clean and re supply The Smugglers Hostel and Tomintoul and Glenlivet Discovery Centre inc. offices above the centre
- Perform various cleaning actions such as dusting, sweeping, vacuuming, mopping, bathroom cleaning etc
- Perform and track routine cleanliness inspections
- Perform and track minor routine maintenance activities reporting issues to management
- Make adjustments and perform minor repairs
- Maintain a stock of cleaning supplies
- Cooperate with other TGDT staff to ensure the smooth and efficient running of operations
- Follow all health and safety regulations

Skills & experience

- Previous working experience as a cleaner
- Knowledge of various cleaning techniques and supplies
- Ability to handle equipment and machinery
- Integrity and good interpersonal skills

Hours: Discovery Centre 9 – 10am daily, Hostel cleaning 10 – 12 as required, Office weekly 2 hours

Salary: £12 p/h

Annual Leave: There is an annual leave allowance of 20 days per annum pro rata, in addition, all staff receive 8 public holidays per annum pro rata

Application Process: To apply for the position of Cleaner please complete an application form. CV will not be accepted.

Closing date for receipt of applications is **5pm Friday 11th March 2022**. Interviews are scheduled for the week commencing 14th March 2022.

Additional Information: For informal enquiries regarding this position please contact Oliver Giles (Development Manager) by email: oliver@tgd.org.uk

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Tomintoul & Glenlivet Development Trust registered company no. SC424813 and registered charity no. SC050269