



# SEAHAM YOUTH & COMMUNITY CENTRE

## Cleaner & Centre Attendant Job Description

Prepared by Seaham Youth & Community  
Centre Board of Trustees

Seaham Youth and Community Centre  
Strangford Rd  
Seaham  
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<b>Place of work</b>	Seaham Youth & Community Centre Strangford Road Seaham Co Durham SR7 8QE
<b>Job Title:</b>	Cleaner & Centre Attendant
<b>Responsible to:</b>	Centre Manager
<b>Role summary:</b>	<p>Seaham Youth &amp; Community Centre (SYCC) are seeking an organised and friendly Cleaner and Centre Attendant. The post holder will maintain a clean, safe, and welcoming environment throughout the community centre, ensuring all spaces are prepared for public use and meet high standards of hygiene and presentation. The post holder will also support the day-to-day operation of the centre by assisting visitors, preparing rooms, monitoring building safety, and providing general customer service.</p> <p>Position is subject to completion of enhanced DBS check and satisfactory employment references.</p>
<b>Main Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Carry out routine and deep-cleaning tasks in designated areas, including toilets and kitchen.</li> <li>• Work in line with set cleaning schedules, whilst also using own initiative to ensure cleanliness throughout.</li> <li>• Dust and polish furniture and fixtures.</li> <li>• Sweep, mop, and vacuum floors.</li> <li>• Use buffer machine to ensure high-use floors are kept in good condition.</li> <li>• Ensure cleaning equipment is used safely and stored correctly.</li> <li>• Empty and dispose of rubbish and recycling.</li> <li>• Restock supplies in toilets and ensure adequate tea/coffee making facilities are available for guests where required.</li> <li>• Report any maintenance issues or safety hazards to the Centre coordinator.</li> <li>• Adhere to all health and safety regulations.</li> </ul> <p>As Centre attendant, you may be required to –</p> <ul style="list-style-type: none"> <li>• Act as a first point of contact for centre users, offering friendly and helpful assistance.</li> <li>• Set up rooms for bookings, events, and activities (tables, chairs, equipment).</li> <li>• Monitor the building to ensure safety, security, and appropriate use of facilities.</li> <li>• Follow opening and closing procedures, including locking up and checking alarms.</li> </ul>

	<ul style="list-style-type: none"> <li>Complete necessary paperwork in line with Centre compliance monitoring.</li> </ul>
<b>Terms &amp; Conditions:</b>	<p><b>Hours of work</b> – Part time working of 10 hours; working flexibly including some weekends subject to the needs of the SYCC opening hours. Additional hours may be available on an ad hoc basis.</p> <p><b>Salary:</b> £12.21 per hour.</p> <p><b>Annual leave</b> – 56 hours, including bank holidays (pro rata to contracted hours)</p> <p><b>Benefits</b> – Free parking.</p>

### Person Specification

Requirements	Essential	Desirable
<b>Knowledge, skills &amp; personal attributes</b>	<ul style="list-style-type: none"> <li>Excellent communication and interpersonal skills.</li> <li>Strong organisational and time management skills.</li> <li>Attention to detail and thoroughness in completing tasks.</li> <li>Ability to work independently and as part of a team.</li> <li>Able to use initiative.</li> <li>Flexibility to work occasional weekends and adapt to changing priorities.</li> <li>Honest, reliable and adaptable.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of cleaning.</li> <li>Experience of working in a community centre or charitable organisation.</li> </ul>

<b>Closing date for applications:</b>	The closing date for applications is 31 <sup>st</sup> January 2026
<b>How to Apply</b>	<p>If you're passionate about our centre's mission and want to contribute your skills and experience, please download an application form from our website <a href="#">Work With Us - Seaham Youth and Community Centre</a> or email <a href="mailto:office@seahamyouthcentre.co.uk">office@seahamyouthcentre.co.uk</a> to request an application form.</p> <p>If you require any further information or assistance, please contact the Centre Coordinator on the above email address or call 01915812426.</p> <p>We look forward to hearing from you!</p>

