

**Title:** Welcome Centre Cleaner

**Basis:** Volunteer

**Safeguarding:** No PVG required

**Responsible to:** Welcome Centre Staff

**Responsible for:** Helping to maintain a safe, tidy and clean environment for the guests at the Welcome Centre

**Context of the role:**

Bethany provides a suite of services which support people struggling with issues of homelessness helping them to: find suitable accommodation and furnish their homes, tackle addictions, learn new skills and gain employment, develop positive social networks and become active members of their local communities. This role is part of Crisis Intervention; specifically supporting the running of the Welcome Centre.

**Summary of the role:**

The Rapid Re-accommodation Welcome Centre is a free service offering food, sleeping facilities and a high level of support to people who do not have any accommodation and otherwise would be sleeping rough. Volunteers are needed to support staff by cleaning and tidying.

**General responsibilities:**

* Change bedding- There are just two sizes of bedding – single or king. There are two pillows per person. Dirty laundry is bagged and left in the linen cupboard in the reception area. Clean bedding and towels are also kept in this cupboard.
* Clean the bathroom including the floor. Dispose of any open shampoo bottles/used bars of soap.
* Clean the surfaces in the room. Include all areas that are touched regularly i.e. door handles, light switches, remote control, for the TV etc.
* Vacuum.
* Bag up any left belongings- People often leave items in their rooms and these should be put into a bin bag and labelled with the room number. The staff will add the person’s name and log it for safe-keeping.

You will be provided will all the equipment you need, including PPE.

**Important pre-requisites for the role:**

* Volunteers must be at least 21 years old.
* Volunteers should have a keen sense of organisation and attention to detail.
* The role may vary week to week, and can be changeable. Volunteers should be adaptable and able to take initiative.
* Though the role does not require the volunteer to be a Christian, they must be aware and respectful of the Christian ethos upon which Bethany Christian Trust is founded.

**Location**

* Haymarket Hub Hotel

7 Clifton Terrace

Edinburgh

EH12 5DR

**Pattern of hours**

* Weekdays after 4pm, and weekends after 10am. The exact pattern of hours is flexible.
* The role will take anywhere from 1 to 4 hours depending on the number of guests
* Individuals will volunteer on a rota basis, around once a week