Kyle & Lochalsh Community Trust

Job Title:	Cleaner		**Based:**	Kyle Community Facilities, Kyle of Lochalsh, Kyle IV40 8AE
Reports to:	Facilities Manager		**Hours:**	6 hours per week (2 hours per day × 3 days – Sunday, Monday, Tuesday)
Salary:	£4,196.40 per annum (equivalent to £13.45 per hour / £80.70 per week)		**Contract:**	Initial 12 months

About Kyle & Lochalsh Community Trust

Kyle & Lochalsh Community Trust (KLCT) was established in August 2012 and is committed to instigating and delivering social, economic, and environmental regeneration projects and local services. We are fully focused on improving the quality of life for the residents of Lochalsh and visitors to our spectacular location on the west coast of Scotland.

We aim to achieve the sustainable regeneration of our community which, despite its magnificent geographic setting, has been identified as one of the most economically fragile and deprived in the Highlands. We work to generate income through enterprise and the ownership of assets. As a not-for-profit organisation, all trading surpluses are reinvested in the community.

KLCT owns and operates the Public Facilities building in Kyle village centre, providing toilets, showers and self-service laundry facilities which are open all year round.

Cleaner Role Overview

We are seeking a reliable and responsible individual to help ensure these essential community facilities are clean, accessible and ready for public use.

The successful applicant will be responsible for cleaning and opening/closing the facilities on Sundays, Mondays and Tuesdays, attending at opening and closing times.

This is a trusted keyholder role involving lone working and is crucial to keeping the facilities operating for the community. The postholder will be responsible for managing the facilities during their shift and must be confident making safe and sensible decisions independently.

Full training will be provided.

The role is offered on a 12-month fixed-term contract, with a 3-month probationary period during which either party may terminate the contract with one week's notice.

Holiday entitlement is equivalent to 33 days per year (including Bank Holidays) for full-time staff and will be calculated on a pro rata basis for this role.

Access to a pension scheme with employer contributions is also provided.
Additional paid hours may be offered to cover holidays or busy periods, depending on availability.

To apply, please send a brief introduction and job history to **info@lochalsh.uk**, or drop them off at the Kyle & Lochalsh Community Trust Office, Toll Office, Skye Bridge, Kyle of Lochalsh, IV40 8AZ.

Applications will close once the position is filled.

Two visits required per day:

- **Morning: Open the facilities at 8am**
- **Evening: Lock up at closing time: 6pm (Oct–Mar) / 8pm (Apr–Sep)**

The facilities must be opened and closed at the set times.

The role is 2 hours per day (6 hours per week total). How this time is divided between the morning and evening visits is flexible, provided the facilities are cleaned to a high standard and open/closed on time.

Key Duties

- Act as the point of contact while on shift, making safe and sensible decisions and reporting issues appropriately
- Clean and maintain all areas of the building to a high standard, including toilets, sinks, showers, laundrette and public spaces
- Open and close the facilities at the required times
- Communicate regularly with the other part-time cleaner and management to ensure smooth handovers
- Follow and sign daily, weekly and monthly cleaning schedules and checklists
- Monitor cleaning supplies and notify management when stock is low
- Report any building issues or health and safety concerns promptly
- Accept cleaning deliveries and meet tradespeople on site if required
- Maintain basic records and uphold health, safety and hygiene standards

Person Specification

- Extremely reliable and punctual – being open on time is essential
- Friendly and approachable – this is a public-facing facility
- Self-motivated and confident working independently
- Comfortable with lone working and responsibility
- Good communicator
- Previous cleaning experience welcomed but not essential – full training provided
- Reasonable level of physical fitness required (manual cleaning tasks and opening/closing a heavy gate)