



What you need to know about us:

BF was established 30 years ago and has developed a 60-acre activity site together with a highly skilled team to deliver flexible programmes of inclusive, adventurous outdoor activities for children, young people and their families. Our trading arm Via Ferrata Cornwall CIC operates to run fun adventurous activities suitable for all the family and generates a profit to support our charitable programmes.

The charity runs programmes with young people who have a wide range of physical, mental, learning and/or behavioural difficulties, and with those who have difficulties stemming from their experiences of poverty, neglect and other disadvantages. Our positive approach develops skills and confidence, to increase self-belief with the goal of achieving more positive participation in society.

Every member of our teams plays a vital role in enabling the site to run, our activities to be the best available and our charity programmes to make positive change in young people's lives on a daily basis, this role is critical in ensuring we can open our doors and continue this work.

For more information on the difference we make please see our Social Impact Report on the website.

Our mission is to **Inspire, challenge and motivate** people, especially young people, to develop their **life skills** and to bring about **positive change**.

BF ADVENTURE VALUES

JOURNEY OF CHANGE

CHANGING PERSPECTIVES



We embrace diversity and recognise everyone has a part to play in life. No one should face discrimination and we challenge both its roots and its impact.



TRUST

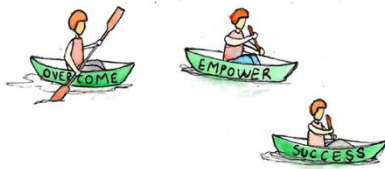
At BF Adventure we believe that our environment, should be a safe space for all, igniting positive relationships based on trust and respect.

EMPOWERING

We listen to you and value your opinion. We enable you to face challenges and make informed decisions.

COLLABORATING

We believe working together achieves the best results. We actively explore new partnerships with those who share our values.



INTEGRITY

We welcome a culture of honesty and openness that allows us to learn and grow together. We do what we say!



SUSTAINABILITY

We seek to create lasting change and to consider future generations in all of our decision making.



BF Adventure | Goodygrane Activity Centre | Halvasso | Longdowns | Penryn | TR10 9BX

Job Description

BF Adventure is a Company Limited by Guarantee registered in England and Wales. Company No. 3546772
Registered office: BF Adventure, Goodygrane Activity Centre, Halvasso, Longdowns, Penryn, Cornwall TR10 9BX.
Registered Charity No. 1071862

inspiring

challenging

motivating

developing



Job Title: Housekeeping & Site Support
Salary banding: £9/hour
Term: Fixed Term - Start date 24th May to 5th September 2021
Hours: Minimum 16hrs per week, Variable to be confirmed 2 weeks in advance
Responsible to: BF Adventure Centre Manager

Role Summary and Accountabilities:

To operate as a Housekeeper at BF Adventure/Via Ferrata Cornwall:

- Daily clean of wash facilities and kitchen
- To lead cleaning of camping rooms and other facilities on change over days
- To operate to Covid-safe protocols at all times
- Management of Waste & Recycling systems
- Management of Laundry Supplies
- To maintain the cleaning supplies in conjunction with office staff
- To be aware of and comply with Health and Safety procedures.

Job Description:

- Daily clean of facilities to include; campers wash up area and community kitchen
 - Facilities - to include but not limited to:
 - Mopping the floor
 - Replacement of toilet and hand rolls
 - Cleaning of the urinals and toilets
 - Kitchen - with the daily tasks to include
 - Cleaning shelves
 - Wiping and cleaning surfaces
 - Cleaning behind appliances
 - Following a rota of cleaning tasks
 - Recording fridge temperatures
 - Replacement of blue hand roll
- To clean the Admin & class rooms:
 - This would be completed on a rotation of cleaning. Cleaning to include:
 - Washing of windows
 - Wiping down of skirting boards
 - Cleaning of cobwebs
- To maintain the cleaning supplies in conjunction with office staff
 - Reporting shortage of cleaning equipment to the designated office staff
 - Maintaining a tidy area

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- To be available on request to clean the kitchen, camping rooms and other facilities on change over days
 - Days agreed in advance - 3 hours (0930 to 1230 or 1300 to 1600) to clean the residential area on change over days. These duties include:
 - Hoovering camping cabins
 - Sweeping and mopping community kitchen
 - Cleaning down and resetting of community kitchen cooking area
 - Cleaning the cabin toilets and showers
 - Mopping the floor
 - Replacement of toilet and hand rolls
 - Cleaning of the toilets and shower cubicles

Person Specification

Summary

Suitable candidates should live local and be reliable and able to work independently. A degree of flexibility in duties is essential as we operate a busy centre so being able to work in cohesion with the larger programme is key

Desirable Experience and Knowledge

- Previous Housekeeping Experience
- Experience working with young people in outdoor learning settings

Desirable Skills and Qualifications

- Relevant first aid qualification



Personal Qualities

- Commitment to BF Adventure's values, mission statement and objectives.
- Commitment to quality assurance and improvement of provision
- Commitment to establish and maintain positive working relationships with others, to achieve the goals of the organisation
- Able to work effectively under pressure including the ability to prioritise own workload in a team setting
- The ability and willingness to work flexible hours
- Commitment to our environment including recycling waste, care for wildlife and plants and reduction in use of energy

Due to the varied and ever-changing nature of operations at BF Adventure you may be required to undertake additional roles, responsibilities and tasks as necessary to facilitate the smooth running of activities, within your level of experience, training and capability

BF Adventure is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. This post will require an enhanced DBS check.

What next?

- Please complete the Application Form and the Equal Opportunities Monitoring Form. These forms can be found on our website. You can either use the online version or the Word format
- If you choose the Word version please save the Application Form in the following format:
Your name_Housekeeping_date
- Please email the form to jobs@bfadventure.org with the email subject Housekeeping Application

Applications will be accepted and interviews held upon a rolling basis and we reserve the right to close the application process as soon as the right candidate is appointed.

Please do not hesitate to phone us on 01326 340912 if you have any questions.

Many thanks for your interest and we look forward to hearing from you!