



Job Title: Hub Assistant

Reporting to: Programmes Manager

Location: The Killie Community Hub, Kilmarnock KA1 2DP

Salary: £13.45 per hour

Hours: 17.5 per week. Flexible, but so that work is complete before programmes begin each morning.

Term: Permanent

Closing Date: Midnight on Sunday 20th September 2026

***The Killie Community** is an independent Scottish charity (SC045968) based at the Rugby Park Community Campus in Kilmarnock, working in partnership with Kilmarnock Football Club. We use the power of football as a force for good, engaging people that services often struggle to reach, staying alongside them.*

HOW TO APPLY

Please send your CV and/or a short supporting statement, telling us how you meet the person specification, to Michelle Mallon, Finance & Admin Manager at michelle@killiecommunity.co.uk, by midnight on **Sunday 20 September 2026**.

You do not need a polished CV to apply for this job. If you would rather tell us over the phone, get in touch at the same address and we will arrange a call.

We run a fair process for everyone. If you need this document in another format, or an adjustment at any stage of recruitment, extra time, questions in advance, an interview by video, a different room, a supporter with you - tell us what would help and we will do it. You do not need to explain why.



Main duties

Cleaning and hygiene

- Cleaning and sanitising toilets and washroom areas.
- Sweeping, vacuuming and mopping floors.
- Dusting and wiping tables, chairs, surfaces and other areas.
- Cleaning kitchen and refreshment areas.
- Cleaning doors, handles, windows and other frequently touched surfaces.
- Emptying bins and disposing of waste appropriately.

Keeping the Hub ready

- Keeping activity rooms, communal areas and offices tidy and presentable.
- Carrying out additional cleaning when required following activities, events or busy periods.
- Ensuring cleaning equipment and products are stored safely after use.

Looking after the building

- Reporting any damage, maintenance issues, or cleaning supplies that need replaced, to the Hub Operations Lead.
- Working safely at all times, following our health and safety and COSHH procedures, and taking reasonable care for your own wellbeing and that of others in the building.

Overall responsibility

To help ensure The Killie Community Hub remains a clean, hygienic, safe and welcoming place for everyone who uses the facility.



Person specification

We are interested in what you can do and how you work, not just where you have worked before. Relevant experience gained through volunteering, community activity, caring, lived experience or a previous career **all count**.

	Essential	Desirable
Takes pride in your work and in the standard of the space you look after	•	
Reliable and punctual	•	
Able to work on your own initiative without close supervision	•	
Understands the importance of working safely, and of using cleaning products and equipment correctly	•	
Reports problems promptly rather than leaving them	•	
Friendly and respectful towards everyone who uses the Hub	•	
Accurate, consistent record keeping and attention to detail	•	
Previous cleaning or caretaking experience, in any setting		•
Experience of working in a building used by the public		•
Awareness of COSHH or manual handling		•
General maintenance skills you would be willing to use on small jobs around the Hub (for example basic joinery, decorating or minor plumbing repairs)		•



More about this role

The Hub is used every day by children, families, older people and community groups from across Ayrshire. For a lot of them, walking through the door for the first time takes some doing. What the building looks and feels like when they arrive matters.

That is what this role is for. You will keep the Hub clean, hygienic and presentable, working preferably before programmes begin, so that everything is ready for the day ahead.

It is a role for someone who takes pride in doing a job properly and can be relied on. You will be part of the team at the Hub, and the difference your work makes will be noticed by everyone who uses the building.

Visit <https://kilmarnockfc.co.uk/community/about-us/>

What we offer

- A steady, predictable morning pattern, agreed with you.
- Full training in our procedures, facilities and equipment.
- A friendly team and a job where the difference you make is visible every single day.
- Annual leave, pension and our wider benefits are set out in full at interview, and we are happy to talk them through with you at any point in the process.
- Close partnership work with Kilmarnock Football Club.