



St. Leonard's

YOUTH & COMMUNITY CENTRE

60 Peel Road, Bootle, Merseyside, L20 4RW - ☎0151 933 1300

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St. Leonard's Youth & Community Centre

We are a lively and connected community centre in the heart of Bootle in South Sefton, Merseyside, England. We offer engaging projects, services and activities delivered by skilled, passionate staff that empower local residents of all ages enabling them and the community to grow in resilience. Our services include the provision of a range of social activities for older people, , various Community Resilience projects, and the South Sefton Food bank and Sefton Pantries

As a part of the community that we love, we constantly strive to meet the needs of the people who we work with enabling them to overcome challenges, empowering them and the community to become more resilient.

Job Title	Caretaker/Cleaner
Salary	£10.42 per hour
Directly responsible to	Centre Manager
Directly responsible for	Responsible for all upkeep/maintenance of St. Leonard's Youth and Community Centre
Hours	30 hours per week.

PLEASE NOTE that in addition to the caretaker responsibilities and tasks set out in the table below the successful applicant will be required to undertake other duties from time to time in order to assist other members of staff and volunteers in all aspects of food bank operations. Also note an enhanced DBS check will be made.

Applicants must therefore be adaptable, and be a willing and enthusiastic team player.

Company Number:06775494 - **Registered Charity Number:** 1129970



Clinical Commissioning Group



The postholder must also maintain and assist in keeping the Christian ethos of St. Leonard's within the Charity. By this we mean to treat all service users, volunteers and colleagues as you would wish to be treated, always showing respect for all, a desire to help all in need and a willingness to do so without judging, and to treating all fairly, irrespective of gender, race, colour or creed.

<p>Primary Role</p> <p>(Note that some of these duties involve lifting and carrying items. Appropriate training will be provided).</p>	<ul style="list-style-type: none"> • Opening and closing of building • On Call to respond to alarm calls from Sefton Security during normal periods of closure • Preparation of rooms for activities including moving and stacking of equipment, chairs tables etc. • Ensuring whole site is safe before each session • Maintaining essential log book up to date for weekly fire alarm test and recording quarterly fire alarm test with evacuation of building. • Observe and adhere to Health & Safety regulations maintaining equipment and maintaining logs. • Arrange PAT Testing for equipment. • Responsibility for general daily inspection of site, reporting any faults, breakages etc. to Centre Manager. • Attend training at the direction of Manager. • Cleaning of all aspects of the building on a daily basis. • Reporting any health & safety issues or problems to the centre manager • Undertaking of minor achievable, repairs • Arranging servicing and repairs of building and equipment when required.

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