**Waterloo Community Association**

**Job description**

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| **Job Title** | Caretaker (part time) |
| **Work Hours** | 10 hours, actual days/ hours flexible to suit running of the centre \* |
| **Salary** | Hourly rate £12 per hour |
| **Holidays** | Statutory entitlement which includes 20 days (pro rota) annual paid leave plus 8 Bank Holidays (pro rata). |
| **Responsible to:** | Centre Manager |

\*Extra Hours may be offered by mutual agreement to ensure any key maintenance items are carried out, and also in the event of occasional extra caretaking opportunities arising.

**MAIN PURPOSE OF JOB:**

To ensure that the premises are:

 cleaned and tidy

 well maintained and safe to use

 secure at all times

 provided with appropriate caretaker support and site supervision to ensure that the premises are safe, welcoming and ready for use by staff and users

**Main Responsibilities**

1. To open the centre premises (times to be agreed) and ensure the cleaning schedule is completed to requirements. To undertake the regular cleaning

2. Provide front-line site supervision for staff and users and assistance to centre groups, organisations and individuals using the building

3. To prepare the premises for use according to the centre cleaning and programme schedule – this will involve cleaning of the main centre premises

4. Ensure rooms are clear from any previous activity, and rooms are clear/ ready for use with appropriate furniture and room layout.

5. To put out equipment required for use by user groups (unless this is a clear responsibility of the group concerned)

6. To act as one of several key holders for the premises and point of contact for Police/Alarm Company in event of an alarm activation outside office hours during leave of Centre Manager (additional paid hours to be awarded in the event of a call-out)

7. To provide reception cover as and when required (cover for Centre Manager when on leave) and to contribute towards making all users of the Centre feel welcome

8. To help keep the centre in a state of good repair and decorative standard by performing some small scale DIY maintenance tasks or advising on items which require qualified contractors to undertake repairs. It is recognised that as the job is only part-time, performing some tasks may not be able to be covered in the time allocated. Additional hours may be allocated to enable such tasks to be performed (by mutual agreement).

9. To ensure janitorial supplies of soap, toilet paper, hand towels, etc, are replaced as required, and liaise with the Centre Manger to ensure that an adequate supply of stock is maintained

10. To ensure offices, all rooms, corridors and fire-exits are clear of obstruction.

11. To undertake and complete a weekly Safety Checklist for the centre premises – including fire alarm and emergency lights testing (according to schedule) and report any defects to centre manager or nominated person.

12. To check security and fittings of the internal and exterior areas, including external plant areas, as required

13. To ensure the heating system is maintained appropriately and set on a schedule to accommodate user groups.

14. To ensure that rubbish is cleared from rooms, and rubbish and recycling is stored in outside area, with bins put out for collection on allotted days (currently Monday a.m.).

15. To deal with any general problems that may arise as regards premises usage in line with Waterloo Community Centre policies, and to report back to Centre Manager as necessary

16. To report maintenance issues and equipment defects to the Centre Manager at earliest opportunity and take necessary action to remove any hazard in the event of immediate health & safety threat

17. To assist with any deliveries to the centre

18. To work within Waterloo Community Association Health & Safety Policy, and follow other policies and procedures, including our Equality and Diversity Policy

19. When and if applicable, to secure the building on leaving the premises.

20. To attend or undertake training as necessary or required to assist in the performing of the position (additional pay will be offered if additional hours incurred).

Other similar duties may be assigned as and when required.

Details of the organisations pension scheme will be given to the successful candidate subject to the necessary hours being covered

**PERSON SPECIFICATION**

**Essential**

* Ability to carry out caretaking and site supervision duties as outlined
* Good customer-relation and communications skills, including a good command of the English language (written and spoken**)**
* Reliability and good timekeeping
* Able to undertake cleaning duties as outlined and move furniture & equipment to support a range of activities
* Proven ability to do basic repairs and maintenance tasks
* Ability to work on own initiative and also within a team
* Ability to carry out premises safety checks
* Commitment to abide by Waterloo Community Centres policies and procedures
* Have a positive and enthusiastic attitude
* Be flexible, and able to work hours requested plus undertake training as required
* Willingness to undertake and demonstrate satisfactory DBS Check

**Desirable**

* Familiarity with alarm systems (although training will be provided)
* Some basic IT skills
* Understanding of the voluntary and community sector
* Recognised practical skills and/or qualifications
* Some experience of premises management
* Manual handling training
* First Aid Training

**Line Management and reporting responsibilities:** you will be directly responsible to the Centre Manager. However, ultimately you will be answerable to the Board of Trustees of Waterloo Community Association, who will be your employers.

Prepared by Gill Cowley

May 3034