

## **JOB DESCRIPTION & PERSON SPECIFICATION**

<b>Job Title:</b>	Caretaker (16 hours weekly)
<b>Location:</b>	Brasshouse Community Centre
<b>Salary:</b>	In line with national minimum wage with enhanced payment for Bank Holiday cover

### **Overview**

Open and close the centre for out-of-hours bookings during evenings and weekends, providing assistance as required e.g. moving furniture, and ensuring hire space including toilets are clean and presentable for the next booking.

You will have a flexible approach to work and will vary your working hours based on the needs of the centre and your availability.

### **Duties and Responsibilities**

- Set up and pack down of each room according to bookings diary. Including but not limited to set up of chairs, tables, tea, coffee and urns, projectors, TV's and so on.
- Support the general daily cleaning and upkeep of the building including but not limited to, vacuuming, cleaning toilets, mopping floors, shampooing carpets and cleaning glass.
- Emptying rubbish is placed in bins in preparation for pick-up.
- Ensuring that external rubbish is stored appropriately and arrange disposal.
- Sweep car park, pick up litter and be responsible for the removal of all debris from paths, grassed areas, flowerbeds and all entrances/exits.
- General maintenance and minor repair work including: doors, windows, toilet seats and flushes, furniture, tap washers. (This list is not exhaustive, but an example).
- General porter duties and moving of furniture.
- Checking damage/security on arrival at the premises.
- Receive and check goods and supplies and take them to the appropriate place for storage. (Cleaning products etc).
- Routinely clean lamp shades and light diffusers (strip lights).
- Ensure that clear passage is maintained on fire escape routes.
- Test fire alarms, visually check firefighting equipment weekly and maintain test register.
- Report any defects of building, furniture, fittings and equipment to the Chief Executive Officer.
- Store equipment and supplies safely
- Understand and implement fire safety regulations, Health and Safety regulations, emergency procedures and the rules for evacuating the building.
- Emergency cleaning of human deposits (vomit, excrement).
- Flexibility of working hours when required.
- Complete relevant training courses and certificates as requested by the Chief Executive Officer.
- Any other work requested by, and deemed appropriate by, the Chief Executive Officer.

## Security

- Opening and closing, unlocking and locking of car park gates, the building and each room.
- Occasionally open and close the building for evening and weekend use at times arranged by the Chief Executive Officer.
- Checking and securing the premises subsequent to out of hours intruder alarm activation.
- Support the Chief Executive Officer in being the first point of contact in an emergency, responding to, and resetting of, the building alarm, liaising with the police and alarm company out of hours as needed.
- Overall security of the premises including the locking of all windows and doors.

## Grounds Maintenance

- Regular check of guttering.
- Responsible for regular up keep of grounds e.g. mowing, weeding.
- Clean external lights. Replace light bulbs accordingly.
- Keep all hard surfaces free of moss and weeds.
- Disinfect drains and dustbins regularly.
- Make safe any hazards and ensure that the area is cordoned off.
- Keep paths and entrances free of ice and snow to ensure the safety of staff and visitors.
- Ensure car park signage and line markings that indicate car spaces are clear and not faded.

## General Accountabilities

- To ensure that all duties and responsibilities are performed in a safe manner so that no risk to health and safety arises to yourself, any other employee or member of the public.
- As the North Smethwick Development Trust is committed to the effective management of risk, it is the responsibility of all employees to carry out their duties and responsibilities with adequate regard for Risk Management as outlined within the Health and Safety Policy of North Smethwick Development Trust.
- To comply with the North Smethwick Development Trust Equality and Diversity Policy in Service Delivery thereby promoting a fair and quality service to all.
- To ensure that all information received and given out, whether verbal, written or electronic concerning all employees, prospective employees or service users is treated in the strictest confidence and that all such information held is regulated and controlled in a similar manner in compliance with Data Protection legislation.

## Person Specification

Skills and Experience	Essential/Desirable
Experience of caretaking and/or building management	E
Customer service experience	D
Be physically fit and capable of heavy lifting	E
Able to communicate well	E
Ability to work as part of a small team whilst also working independently	E
Knowledge of North Smethwick area	D
Committed to values of the North Smethwick Development Trust	E
Able to demonstrate organisational skills and good time management	D

Online description