

JOB DESCRIPTION

SESSIONAL CARETAKERS

Hours:	Not more than 16 hours weekly
Reports to:	Facilities Manager
Salary:	Real Living Wage Currently £9.50 per hour

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.

Key Responsibilities

Security

- Ensure that the Brasshouse community centre is operational, safe and secure
- Remain in the centre and be a point of contact for the duration of the hire period
- Ensure hirer complies with the terms and conditions of hire including ensuring that the No Smoking policy is observed and that children are supervised by the hirer at all times
- Act as key-holder for the building if required

Caretaking

- Undertake room set-up ensuring everything is in the correct place – this will involve lifting and carrying chairs, tables and equipment
- Undertake reception duties welcoming visitors to the building and providing support for events as required
- Prepare refreshments if these have been booked
- Take hirer through the Private Hire Handover Checklist and ensure they are briefed on safe use of the building (including fire and health & safety buildings)
- Immediately following a hire, check the building and contents for any damage or missing items and update the Private Hire Handover Checklist
- Hirers are expected to leave the premises and any equipment clean and tidy you will be responsible for noting any matters for attention in the handover log book
- Throughout the hire period ensure the building and environment are kept clean and tidy removing any rubbish to exterior bins as required

- At the end of the hire make sure the building is in a good condition for the next event including cleaning common areas and toilets as required

Other

- Show any prospective hirers around centre making sure not to inconvenience groups already in session.
- Note any booking enquiries in the handover log book to be actioned by administration
- Attend any relevant training as required
- Any other duties commensurate with the grade and level of responsibility of this post, for which the post holder has the necessary experience and/or training

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