

JOB TITLE Community Centre Caretaker	REPORTS TO Finance & Admin Officer
SALARY £10.90 per hour 16 hours weekly Evenings and weekends (regular overtime available, subject to demand)	ANNUAL LEAVE ENTITLEMENT 25 days annual leave (pro rata)
HOW TO APPLY Please visit www.nsdtd.org.uk/work-for-us/ for more details about the role and our organisation.	

Personal Requirements

We are looking for a hard-working, honest, dependable, self-motivated person to join our team as a Community Centre Caretaker. The postholder must be willing to uphold the ethos and support the aims and values of North Smethwick Development Trust. Successful applicants will be expected to complete a DBS check and undertake training as part of the induction process.

Duties and Responsibilities

General

- 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.
- 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 Finance & Administrative 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 Finance & Administrative 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 Finance & Administrative 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.

Management

- Be responsible for ordering cleaning equipment with the Finance & Administrative Officer
- Noting, monitoring and reporting any defects in the building to the Finance & Administrative Officer.
- Occasionally monitor the work of contractors working on site.

Heating, Lighting and Water

- The switching on and off of all lights and appropriate electric plug sockets.
- Ensure that all lights and heating are working effectively, changing light bulbs and occasionally working at height.
- Read Gas, Electric and Water meters as required.
- Monitoring and setting of heating controls and boilers for each room as needed.
- Ensure that the plant room and all storage rooms and cupboards are tidy.

SKILLS AND PERSONAL QUALITIES

A caretaker should:

- Be responsible, honest and reliable.
- Be practical and have experience in D.I.Y.
- Stay calm in an emergency, for example if there is a break-in or fire.
- Have good verbal communication skills to deal with children and adults.
- Be prepared to get up early.
- Understand safe working practices and health and safety legislation.
- Have some understanding of building construction and design.
- Be able to interpret technical information.
- Be well-organised and capable of prioritising their own work.
- Be happy to work on their own and/or capable of supervising people.
- Be flexible and enjoy a varied routine.
- Be physically fit and capable as heavy lifting may be required.
- Be able to meet targets and work to a schedule.
- Be able to follow instructions.

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.