

Caretaker

JOB TITLE Caretaker	REPORTS TO Finance & Administrative Officer
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North Smethwick Development Trust are looking for a person to join our friendly team as a part time Caretaker to ensure that the internal and external Brasshouse Community Centre facilities are a clean, safe, secure, and pleasant environment for customer, visitors and staff.

Your main working location will be Brasshouse Community Centre, Brasshouse Lane.

This role is working on a shift's basis. Timings vary but are early evenings and some weekends.

Main duties/Responsibilities:

- Ensuring that the premises are opened and secured in a timely manner.
- To ensure a clean, safe, secure, and pleasant environment for users of our internal buildings and site
- Responsible for the security of the Centre during the shift, in co-operation with the Finance & Admin Officer and Chief Executive Officer and to control access to all parts of the buildings and responding to incidents when on shift.
- Be present on site and provide cover for bookings/activities in line with health and safety requirements as indicated by the Finance & Admin Officer
- Ensure that all areas of the Centre, including associated facilities, are kept in a secure clean and hygienic condition and complete daily cleaning schedules and checklists including the removal of litter outside of the building on a regular basis.
- Participate in cleaning/deep cleaning activities as and when required.
- Use all equipment and substances/cleaning products and chemicals in a safe and proper manner according to instruction.
- Ensure that all associated centre facilities and external buildings are opened and closed as required, where appropriate.
- Ensure external garden, smoking and facility bins are emptied and all litter is removed on a daily basis, where applicable.
- Respond to routine enquires by telephone or personal callers and liaise with the Community Centre user groups.
- Liaise closely on a range of Health and Safety regulations with the various groups and organisations using the premises.
- Set up and set down equipment and furniture as required for bookings and take all reasonable steps to ensure that equipment and furniture is properly cared for and the risk of damage or theft is minimised.
- Report immediately all incidents or accidents occasioning loss or injury to any user of the premises via the Trust's reporting mechanisms.
- Report repairs and defects on the premises directly to the Finance & Admin Officer. Use appropriate emergency contact procedures during or outside office hours.
- Participate in all induction and mandatory training requested and provided by the Trust.

- Demonstrate a team approach to achieving the objectives of the Trust through full flexibility in relation to tasks undertaken.
- Comply with all North Smethwick Development Trust's policies and procedures including those relating to Health, Safety and Well-being and contribute and comply with NSDT's Brasshouse Community Centre Operations Guidance Manual.
- Being proactive by noticing deficiencies in the facilities and either rectifying if within capabilities or bringing the defect to the attention of management.
- Respond to emergency situations such as floods, bodily fluids and effecting temporary or permanent rectification in accordance with prescribed procedures and timescales.
- Carry out daily checks on all fire alarms, call points, emergency lights, firefighting appliances to ensure the requirements of the Trust under the Fire Certificate of the Fire Services (NI) Order 1984 are met and compiled with etc, maintain log book and report defects immediately to Management.
- Maintain an annual up to date inventory of equipment and forward to the relevant line manager.

Other

- 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

Desirable Criteria:

We will prioritise persons who are able to demonstrate, by providing personal and specific examples, that they have a minimum of six months' experience in:-

- the operation of facilities to include cleaning and security duties.
- dealing with members of the public and queries.
- experience of undertaking administrative duties within a customer focused environment.

Skills and Personal Qualities

- Be responsible, honest and reliable.
- To be practical and have experience in D.I.Y. would be desirable
- 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.
- Understand safe working practices and health and safety legislation.
- Have some understanding of building construction and design would be desirable.
- 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 is often required.
- Be able to meet targets and work to a schedule.
- Be able to follow instructions.