**Salary:** £12.21 per hour (National Living Wage) and reviewed annually

**Hours:** 10 hours per week Mon- Fri / 4 hours per week Sat-Sun

**Responsible to:** Center Manager

**Purpose of the Post:**

The overall aim of the Caretaker role is to ensure that the internal and external centre facilities are available, fully functional, and Health & Safety compliant.

**Responsibilities of the Post:**

You will need to carry out routine maintenance and basic repairs and will be responsible for the security, maintenance, heating, and health and safety of the centre. You will be committed, flexible and willing to use your own initiative.

**Key Duties Include:**

**Centre Operations and Security**

* Open and close the Centre and ensure its security.
* Organise security arrangements, manage a call-out list for emergency alarms, and re-set alarms as necessary.

**Health, Safety and Compliance**

* Ensure compliance with statutory health and safety requirements, including carrying out risk assessments with the Centre Manager.
* Implement regular safety checks, including weekly fire alarm tests, monthly extinguisher checks, and management of safety maintenance.
* Ensure maintenance schedules are developed and followed, including PAT testing and servicing of heating systems.
* Monitor and manage cleaning services, waste management, and overall cleanliness to meet high standards.

**Maintenance and Repairs**

* Schedule and oversee routine maintenance of plant, telecommunications, mechanical and electrical equipment.
* Arrange and carry out minor repairs and maintenance (e.g. replacing light bulbs, decorating), as approved by the Centre Manager.
* Obtain quotes and liaise with contractors for major or specialist repairs (e.g. electrical, plumbing).
* Maintain a list of contractors, ensuring they meet health and safety requirements and arranging service as needed.

**Facilities and Equipment**

* Manage the centre inventory and equipment (e.g. audio systems, chairs, tables), ensuring proper care, access, and storage.
* Liaise with the Centre Manager and users to meet user requirements (e.g. setting up furniture, ensuring kitchen readiness).

**User Support and Administration**

* Handle bookings, assist users as needed, and maintain consistent service standards.
* Accept and process booking payments, including safe handling of cash, in line with Centre procedures.

**Additional Duties**

* Recommend improvements to policies and procedures.
* Undertake specific projects and serve on project teams as required.
* Carry out any other reasonable duties, consistent with the role and level of responsibility, as requested by the Centre Manager.

**Person Specification**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Essential** | **Desirable** |
| **Experience** |  |  |
| Experience in a caretaking, facilities, or building maintenance role | ✅ |  |
| Experience managing routine maintenance schedules and working with contractors | ✅ |  |
| Experience monitoring health & safety compliance, including risk assessments and safety checks | ✅ |  |
| Experience in a community centre or similar setting |  | ✅ |
| Handling bookings, working with the public or service users |  | ✅ |
| Cash handling and basic financial procedures |  | ✅ |
| **Knowledge and Skills** |  |  |
| Good understanding of health & safety legislation and safe working practices | ✅ |  |
| Basic DIY and general maintenance skills (e.g. minor repairs, decorating, replacing bulbs) | ✅ |  |
| Ability to carry out routine checks and use relevant tools/equipment safely | ✅ |  |
| Strong organisational skills and the ability to manage time and tasks effectively | ✅ |  |
| Ability to communicate well with contractors, staff, and centre users | ✅ |  |
| Competent in basic IT or digital systems (for logging maintenance, checking schedules, etc.) |  | ✅ |
| Knowledge of PAT testing, fire safety, and building heating systems |  | ✅ |
| **Personal Attributes** |  |  |
| Reliable, responsible, and able to work independently | ✅ |  |
| Flexible and willing to adapt to changing priorities or tasks | ✅ |  |
| Committed to maintaining a safe, clean, and welcoming environment for all users | ✅ |  |
| Team player with a positive, proactive attitude | ✅ |  |
| Physically able to carry out manual tasks such as moving equipment, minor repairs, etc. | ✅ |  |
| Willingness to undertake training relevant to the role | ✅ |  |