

## **Caretaker**

We are recruiting community centre staff to assist users and hirers of the centre and to maintain the St Andrews Community Centre, Saxilby to a high standard ensuring that it is safe, secure, clean, and well-maintained. The post holder will be required to proactively look after the facilities to ensure the building remains clean, operational, and well maintained. This is an active job.

### **Key relationships:**

Build and maintain productive working relationships with visitors, service users, councillors and colleagues. You will be expected to liaise and work with all other colleagues - with the emphasis being on teamwork; providing assistance to others in covering holiday periods, sickness and any other contingencies when necessary.

### **Main duties:**

- Assisting users and hirers of the centre facilities
- Cleaning and maintaining the community centre to a consistently high standard
- Opening, supervising, and closing the community centre
- Daily checks
- Assisting with parish events, including events on council sites, and events organised or supported by the council
- Responding appropriately to emergencies or urgent issues as they arise and reporting repairs
- Being a responsible key holder and a point of contact in an emergency, responding to, and resetting of, the centre's alarm out of hours as needed.
- Overall security of the premises including the locking of all windows and doors.
- Ensuring that the building remains tidy, fire escapes clear, and that all furniture and equipment is appropriately stored after use.
- Picking up litter on the site and ensuring refuse is disposed of promptly

### **Management of systems:**

- Regulating the heating system, if required, to ensure that an adequate level of heating is maintained while ensuring unnecessary usage is avoided
- Understanding and implementing fire safety regulations, Health and Safety Regulations, COSHH, emergency procedures and the rules for evacuating the building

### **Additional duties:**

- Deep cleaning
- Spot cleaning of spillages
- Cleaning doors and windows
- Appropriate painting and redecoration
- Completing relevant training courses and certificates as requested by your line manager

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation

This job is reflective of the current community centre position and is subject to review and alteration in detail and emphasis in the light of future changes or development.