



## **Community Centre Cleaner and Caretaker (Evenings and Weekends)**

### **Job Description**

**Location:** St Andrews Community Centre, William Street, Saxilby, LN1 2LP

**Hours:** Zero-hours contract, evenings and weekends

**Pay:** £12.65 per hour (NJC SCP 2)

**Reports to:** Facilities Supervisor

### **Purpose of the role**

To ensure the community centre is opened, overseen, and secured safely during evening and weekend bookings, and that the building is clean, well-maintained, and welcoming for users.

This is an active, hands-on role based on mutual trust. We expect caretakers to be reliable, take responsibility for the building, and communicate clearly. In return, we aim to offer a calm, supportive working environment, appropriate training, and flexibility.

This job description is not exhaustive, and duties may change over time to reflect the needs of the community centre and its users. Applicants must be aged 18 or over.

### **Key responsibilities:**

#### **Every shift:**

- Open and secure the building, including un/setting alarms where applicable
- Ensure rooms, toilets and communal areas are cleaned and safe
- Carry out basic security and cleaning checks
- Ensure fire exits and escape routes are kept clear
- Lock doors and windows as part of securing the building
- Pick up litter on the site and ensure refuse is disposed of appropriately
- Act as a calm, friendly point of contact for hirers
- Work independently and make practical decisions as needed
- Follow fire safety procedures, health and safety requirements, COSHH guidance, and emergency procedures
- Complete relevant training courses as required for the role

#### **Events and community use:**

- Assist with events held at the community centre or on council sites, where required

#### **Occasional duties:**

- Respond appropriately to emergencies or urgent issues as they arise
- Be prepared to act as a point of contact for out-of-hours issues where required, including alarm-related call-outs, on an occasional basis

**Additional tasks (based on strengths):**

Caretakers may also be asked to complete additional tasks during or between shifts. These may include:

- Deep cleaning or organising tasks
- Stock checks and tidying storage areas
- Minor maintenance or practical tasks (eg. small adjustments, simple repairs, reporting issues)
- Assisting with simple painting or redecoration tasks

We value a range of practical strengths and do not expect caretakers to undertake tasks beyond their ability or training.

**Working arrangements:**

- Lone working
- Shifts focused on evenings and weekends
- Caretakers may be allocated regular shifts or work on a standby basis
- Once a shift is accepted, it is treated as a firm commitment



## Community Centre Caretaker (Evenings and Weekends) Person Specification

We expect the following essential criteria for the role. In return, we value and support a wide range of additional skills and strengths. Applicants do not need to meet every desirable criterion.

Essential	Desirable
Reliable and punctual	Lives within walking distance
Comfortable working alone, able to work independently and use initiative	Previous caretaking/facilities experience
Able to take responsibility for opening and securing a building	Practical maintenance experience
Cleaning to a high standard and checks with a good 'common sense' approach	Strong organisational/tidying skills
Clear communicator	Familiar with the local community
Able to follow routines and checklists	First aid or similar training
Willingness to undertake training	
Aged 18+	