



Job: Caretaker

Hours of Work: 35 Hours per week.

Salary: £19,349pa

Reporting: The caretaker will report to the Centre Manager

Personal Requirements

A hard-working, honest, dependable, self-motivated person to act as Bolney Meadow Community Centre Caretaker.

Duties and Responsibilities

General

- Set up and pack down of each room according to bookings diary. Including, but not limited to the set-up of tea, coffee and urns, projectors, etc.
- Upkeep of the building and in emergency cases only (as we have a cleaner), vacuuming, cleaning toilets and mopping floors.
- Occasional porter duties such as moving of furniture.
- Assist Centre Manager with simple tasks as requested.
- Checking damage/security every morning on arrival at the premises.
- Receive and check goods and supplies and take them to the appropriate place for storage. (including cleaning products etc).
- Ensure that clear passage is maintained on fire escape routes.
- Test fire alarms weekly. Maintain test register.

- Report any defects of building, furniture, fittings and equipment to the Centre Manager.
- Store equipment and supplies safely
- Understand and implement fire safety regulations, Health and Safety regulations, emergency procedures and the rules for evacuating the building.
- Flexibility of working hours when required.
- Complete relevant training courses and certificates as requested by the Centre Manager (relevant training will be paid for by BMCCCIC).
- Distribute quarterly newsletters and put up notices in the estate communal areas and local shops, businesses and library as required.
- Any other work requested by, and deemed appropriate by, the Centre Manager.

Security

- Opening and closing the building and each room.
- Open and close the building for day and / or evening and weekend use at times arranged by the Centre Manager.
- Check and secure the premises subsequent to out of hours intruder alarm activation.
- Be the first point of contact in an emergency (as the designated key holder), responding to, and resetting of the building alarm, liaising with the police and the alarm company out of hours as needed.
- You may be occasionally called out at unsociable hours or at weekends to deal with security issues or allow access to any contractor who may be working on the site.
- Ensure that hirers and their guests leave the building quietly and at the appropriate time.

Grounds Maintenance

- Ensure that the 18 residents' car parking spaces in front of the centre are not used by hirers and / or their guests on event days.
- Ensure that the bin chamber is kept clean and that hirers get rid of the rubbish responsibly

Management

- Be responsible for ordering cleaning equipment with Centre Manager.
- Ensure that the plant room and all storage rooms and cupboards are tidy.
- Manage out of hours enquiries regarding hiring the centre (mobile phone will be provided)

Skills and personal qualities

A caretaker should:

- Be responsible, honest and reliable.
- 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.
- 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 hirers.
- 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.