

Job Title:	Caretaker		
Location:	Viables Community Centre and The Roger Morris Community Centre	Travel required:	Yes – own transport required
Salary:	£10.50 hourly rate. Annual salary (Pro rata) £9828.00	Position Type:	Permanent 18 hours per week
Application:	Email to luan@viables.org.uk . Send CV and return application form		
Line Manager:	Luan Squire (Centre Manager)		
Job Description			
Key Requirements:			
To take care of the needs of the buildings and their users, providing maintenance and key holder services for both Viables and Eastrop community centres.			
Activities:			
Security			
<ol style="list-style-type: none"> 1. Lock and unlock the premises in line with bookings (generally between the hours of 8.30 and 22.30 during weekdays, with the occasional exception with advanced notice); and lock and unlock, greeting hirers, at weekends. 2. Ensure the premises are safe before use by hirers – no trip hazards, blocked exits, etc 3. Report to the Centre Manager in the event of an emergency and take immediate appropriate remedial action in their absence or at their request. 			
Operation and Maintenance			
<ol style="list-style-type: none"> 1. Ensure lighting and heating are operational. 2. Identify and report building defects or health and safety hazards to the Centre Manager and take such action as appropriate. 3. Ensure chairs and tables are in good, safe working order and cleaned down for hirers' use. 4. Ensure adequate resources are in each room according to bookings. 5. Check adequate blue roll, hand soap and toilet rolls are in place following contracted cleaning routine and report back to contractor and manager where work is not to standard. 6. Carry out weekly testing of alarms and call points, and run taps. 7. Set up flipchart, audio and video equipment where required. 8. Move resources between spaces as required. 			
Reception Care			
<ol style="list-style-type: none"> 1. Receive, help and advise users of the centre - unlock rooms, meet and greet hirers and inform them of key health and safety points. 2. Check facilities before and after use for mess or damage and report at the earliest convenience, ensuring facilities are ready and usable for the next user. 			
Other:			
<ol style="list-style-type: none"> 1. To promote equality and diversity in all aspects of work 2. To comply with policies of Viables Community Association 3. To maintain a positive working environment 4. To undertake a 3-month probationary period 5. To undertake training as required and agreed through supervision to meet the post's skills 			

Closing date:	31 st October 2023	Interview date:	Week beginning 6 th November 2023
Updated:			
Criteria:	Indicate by Y (yes)		
Qualifications	Essential	Desirable	Measured by
Electrical		Y	CV and certificates
PAT testing		Y	CV and certificates
Manual handling		Y	CV and certificates
Ladder training		Y	CV and certificates
Work experience relevant to the role			
Alarm testing		Y	CV
Dealing with contractors		Y	CV
Keyholder experience		Y	CV
Setting up of audio/video equipment		Y	CV
Able to use ladders	Y		CV
Skills and competencies			
Good awareness of health and safety	Y		CV
Able to carry out simple maintenance tasks	Y		CV
Competent in using handheld tools	Y		CV
Full clean UK driving licence and the ability to travel between sites	Y		CV and Interview
Personal Qualities			
Friendly and polite	Y		Interview
Good communicator	Y		Interview
Able to use initiative	Y		Interview
Punctual	Y		Interview
Self-motivated	Y		Interview
Able to follow instruction	Y		Interview
Good time management	Y		Interview