

Job Title:	Caretaker		
Location:	Viables Community Centre, The Roger Morris Community Centre and Rucstall Community Centre	Travel required:	Yes – own transport required
Salary:	£12.21 hourly rate. (will move in line with any living wage increases)	Position Type:	Permanent 10 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 key holder services for both Viables and Eastrop community centres.			
Activities:			
<p>Security</p> <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. <p>Operations</p> <ol style="list-style-type: none"> 1. Ensure lighting and heating are operational. 2. Ensure adequate resources are in each room according to bookings and that there is adequate toilet roll/blue roll available in toilets. 3. Move or set up simple resources such as PA equipment if required. 4. Carry out simple maintenance tasks and inform Manager if a skilled/certified contractor is required. <p>Reception Care</p> <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 			
Closing date:		Interview date:	
Updated:			

Criteria:	Indicate by Y (yes)		
Work experience relevant to the role	Essential	Desirable	
Keyholder experience		Y	CV
Setting up of audio/video equipment		Y	CV
Good awareness of health and safety	Y		CV
Full clean UK driving licence and the ability to travel between sites	Y		CV and Interview
Has simple maintenance skills – fixing shelves, painting etc	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