JOB DESCRIPTION

Job Title: Caretaker

Responsible to: Centre Coordinators
Interim Director

Work hrs Core: Mondays 5pm-9pm
Thursdays 5pm-7pm,
alternative Saturdays 9am-4.30pm
Flexibility needed for additional cover.

Location: Based in our main office Kingsgate Community Centre
and Kilburn Grange Playhut located five minutes’ walk away

Salary: £9.60 p/h

Holidays: 23 Days per annum (pro-rata)

Personal Requirements
We are looking for an individual who is friendly, enthusiastic, dependable and self-motivated to join or dedicated team.

Duties and Responsibilities

General
- Preparation of halls for functions as required
- Basic computer skills are required, enabling the input and extraction of data from an online booking system
- Basic administrative tasks as required
- Carrying out minor repairs to property, fixtures, fittings and equipment, which are not beyond the scope of an unskilled handyman.
- Drawing attention to the office staff regarding any repairs or maintenance work, which is beyond the competence and responsibility of Caretaking staff.
- Assisting customers with simple tasks as requested
- Ensure that all refuse is disposed of promptly and stored away from the main building
- Ensure that clear passage is maintained on fire escape routes
- Report any defects of building, furniture, fittings and equipment to the centre Coordinator
- Ability to operate a PA system and lighting rig are preferable but not required
Security
- Opening and closing, unlocking and locking the centre doors, gates and buildings
- Open and close the centre for evening and weekend use at times agreed
- Un-setting and setting of alarm system
- Responding to, and resetting of, the alarm, liaising with the police and alarm company
- Checking and securing the premises
- You may be required to deal with security problems and/or make emergency repairs

Cleaning
Cleaning duties will include the following:
- Emptying recycle bins and store appropriately
- Straightening furniture and general tidying up of designated areas

Safeguarding Commitment
This centre is committed to safeguarding and protecting the welfare of its patrons and expects all staff and volunteers to share this commitment. A satisfactory Criminal Record Bureau check will need to be returned prior to commencement of employment.

PERSON SPECIFICATION
Essential
- Good interpersonal skills
- Being observant and thorough
- Being physically capable
- Good communication
- Efficiency and discretion
- Honesty and integrity
- Motivation and flexibility
- Respect and professionalism
- Time management and multitasking
- Understanding and following safety rules
- Understanding of health and safety regulation
- Ability to do minor repairs and maintenance
- Ability to work on own initiative
- Ability to understand and implement KCA’s Health & Safety Policy
- Commitment and understanding of KCA’s Equal Opportunities Policy
- Have a current DBS check or be willing to undergo a DBS check

Desirable
- Experience of providing janitorial and or a domestic service role.
- Experience of working in a building open to the public
- Ability to undertake basic repair and maintenance tasks
- First Aid / Fire Marshal Certificates
- Familiarity with alarm systems