



JOB DESCRIPTION

Position Title	Centre Caretaker
Hours	7 hours a week, more at busy times 6 months probation in the first instance 20 days (pro rata) Leave a year
Location	Knighton and District Community Centre
Grade	£8.21 per hour
Accountable to:	Centre Administrator
Accountable for:	None

Main purpose of Post

To be a responsible and reliable caretaker and key holder for out of hour's activities and events and keep the building safe and secure during those activities

To undertake minor repairs

To set out and put away staging, tables and chairs for events

To keep the exterior of the Centre including gardens and paved areas clean and tidy

To undertake minor repairs to the Centre

Principal Responsibilities

1. To act as a keyholder for the Centre.
2. To open the Centre as required for hirers. As the first contact with the Centre, to be friendly, helpful and approachable at all times with hirers, volunteers and Centre staff.
3. To set out and clear tables, chairs and other equipment for hirers.
4. To erect banners and other display materials.
5. To maintain a clean and tidy Centre including the storage areas.
6. To undertake small repairs to the Centre and its equipment.
7. To maintain the garden and paved areas outside the Centre in a clean and tidy state and to clear ice and snow when required.
8. To follow Health and Safety advice including COSHH data sheets and risk assessments and to work with the Management Committee to make sure that the Centre achieves the highest standards of Health and Safety.
9. To report any problems promptly to line manager eg breakages, health and safety problems, anti social behaviour.
10. To work with the Administration Officer to ensure that access to the building is maintained for hirers.
11. To assist with cleaning after large events.
12. To attend for relevant training and briefing.
13. To abide by the principles and practice of equality of opportunity as laid down in

the Centre's Equal Opportunities Policy.

14. Because of the nature of the work involved with children, young people and vulnerable adults, the post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). This post has a requirement for a Standard DBS Check.
15. Any other duties consistent with the principal responsibilities of the job.

Note: The post holder may have temporary responsibility in the future for learners on a short or medium-term placement or apprentices,

Prepared by	Ruth Forrester	Date	11/3/2019
	Closing Date		
	Shortlisting Date		
	Interview Date		

PERSON SPECIFICATION						
Position Title	Caretaker					
Attribute	Essential	Desirable	Identified			
	Tick (✓) as appropriate		Application Form	Interview	Test	Exercise
Experience						
Experience of working in gardening	✓		✓	✓		
Experience of building maintenance	✓		✓	✓		
Knowledge						
Gardening equipment eg mower strimmer		✓	✓			
Minor DIY		✓	✓			
Registrations, Qualifications and Training						
Able to read simple instructions	✓		✓			
Able to leave simple messages by email or text		✓	✓			
Personal Qualities						
Honest	✓		✓			
Punctual	✓		✓			
Be physically fit and capable of heavy lifting	✓		✓			
Commitment to undertaking any training relevant to the post	✓		✓	✓		
Pleasant and helpful manner when dealing with members of the public	✓					
Committed to excellent customer service	✓		✓	✓		
Attention to detail	✓		✓	✓		
Ability to work well with a wide range of volunteers,colleagues,	✓		✓	✓		

Committee members and members of the public						
Flexible approach to work	✓		✓	✓		
Safeguarding Requirements						
This position has a requirement for a Standard DBS check.	✓					
Skills						
Ability to lift heavy loads	✓		✓	✓		
Ability to work as part of a team	✓		✓	✓		
Ability to manage difficult situations with customers	✓		✓	✓		
Other Requirements						
Occasional requirement to work out of hours	✓			✓		
A clear understanding of the importance of confidentiality	✓		✓			
Ability to speak Welsh		✓	✓			

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