JOB DESCRIPTION

JOB TITLE: Caretaker

REPORTING TO: Administrative Assistant

RESPONSIBLE TO: Finance Manager

JOB SUMMARY
- Public facing role - responsible at all times for providing a friendly, welcoming and efficient service to all centre users
- Undertake daily cleaning duties and basic maintenance, and generally ensure good level of upkeep of the Verbal Arts Centre premises.
- To undertake Health & Safety duties, including Fire Warden and First Aid roles.
- Provide information, as requested, to centre users on the role of Verbal

JOB TERMS & CONDITIONS
- Permanent, part-time position
- Rate = £8.21 per hour, payable monthly in arrears through BACs system.
- Post Hours are:
  - Monday: 4.00pm - 6.30pm
  - Tuesday: 4.00pm – 6.30pm
  - Wednesday: 4.00pm – 6.30pm
  - Thursday: 4.00pm – 6.30pm
  - Friday: 3.00pm – 5.00pm
- Additional hours may be required evenings and weekends dependant upon room bookings and events outside of normal business hours.
- Attendance at monthly staff meetings
- The post holder will occasionally have to attend during the day for training essential to the post.
- Where there are out of hours bookings or events, the post holder will be expected to remain on the premises for the duration and up to 0.5hrs after event to ensure building tidied, cleared and secured. Rooms will also have to be set up before departure if booked for next day.
• Basic leave entitlement on commencement = 24 days per annum proportionate to full months worked in year of commencement + normal statutory holidays.
• Pay in respect of holiday or statutory leave will be based on core minimum hours only as scheduled above.
• Other general terms and conditions will be detailed in the contract of employment.

DUTIES AND RESPONSIBILITIES

KEY AREAS:
General caretaking and maintenance duties include but not limited to:
• Be responsible key holder and attend as first contact in event of alarm call-outs.
• Attend evenings and weekends in line with Centre user need; close and secure building afterwards
• Provide assistance to Centre staff, tenants and other users in a friendly and efficient manner.
• Working in association with Centre cleaner, ensure high level of presentation and upkeep is maintained through-out Verbal Arts Centre premises and in surrounding pathways and storage areas
• Setting of Centre heating systems in line with Centre occupation.
• Monitoring and re-ordering of stocks and supplies relevant to post duties – e.g. oil, gas, cleaning consumables.
• Set-up of rooms in accordance with user needs, clearing of rooms afterwards, and also set up of rooms afterwards if booked for use next day.
• Work closely with other Centre staff as required, for example
  o receptionist for updating and co-ordinating on Centre user bookings and requirements,
  o Centre cleaner- liaising on cleaning and general maintenance issues
  o IT technician for IT/technical equipment set-up for users.
• Undertaking general maintenance works as required – e.g. ensuring bins emptied, changing light bulbs, minor repairs and other such tasks according to skills of post holder.
• Undertaking and/or organising carry-out of general maintenance duties in accordance with Centre work programme schedules – e.g. window cleaning, painting, boiler servicing, etc.
• Obtaining quotes from external suppliers as required and organising maintenance and repair works by external suppliers in line with Centre’s programmes of work, and purchasing policies.
• Maintaining records and logs of all works undertaken in line with Centre’s policies and procedures.
• Performing Health and Safety checks in accordance with Centre schedules and recording same- e.g. testing of fire alarms, break-glass devices.
• To provide cover for Cleaner during absence from the Centre (e.g. annual leave, sickness absence).
• Such other duties as are commensurate with the post.

Other
• Participate in staff meetings, staff training and development activities to update and enhance knowledge, skills and competence required to fulfil the role in full.
• To act as a Centre Fire Warden and attend such training and fire testing exercises as required in respect of that role.
• To act as Centre First Aider and attend such training as required in respect of that role.
• To maintain accurate daily timesheets.
• Adherence to all Verbal Arts Centre policies and procedures.
• Undertake the duties in such a way as to enhance and promote the positive reputation of the Verbal Arts Centre.
• Undertake all aspects of work respecting confidentiality.