

JOB DESCRIPTION

Post Title:	Fairford Community Centre Caretaker
Current Salary:	Negotiable
Salary from:	Date of commencement and reviewed 1 st April annually
Salary enhancement:	Negotiable
Hours:	12 hours per week
Responsible to:	Fairford Community Centre Manager, Fairford Town Council, Management Committee and FCC Trustees.

Purpose of the Post:

The overall aim of the Caretaker role is to ensure that the internal and external centre facilities are available, fully functional, and Health & Safety compliant.

Responsibilities of the Post:

You will need to carry out routine maintenance and basic repairs and will be responsible for the security, maintenance, heating, and health and safety of the centre. You will be committed, flexible and willing to use your own initiative.

Key Duties include:

- To ensure compliance with the statutory health and safety requirements of the centre, carrying out the risk assessment with the Centre Manager.
- To implement the weekly fire alarm testing, monthly extinguisher tests, and manage the fire safety maintenance to ensure the safety of our users.
- To Schedule routine maintenance of plant, telecommunications mechanical and electrical equipment (including PAT Testing) within the building according to defined schedules. Ensure that maintenance schedules are developed and implemented.
- To finalise arrangements for the security of the building, manage a call out list in response to emergency alarms, and re-set alarms as necessary.
- To arrange for minor internal or exterior repairs and maintenance, for example replacing light bulbs, or decorating as required and as approved by the Centre Manager.

- Obtain quotes and liaise with contractors on larger or specialist projects for example electrical or major plumbing work.
- To manage the building heating systems, setting the heating timers and arranging service requirements.
- To manage the lifts ensuring they are health and safety compliant including arranging the service.
- To monitor the effectiveness of cleaning services to ensure that the day-to-day cleaning and servicing of rooms and service areas has been carried out to meet the high levels of service required and to take remedial action if necessary including waste management.
- To carry out centre inventory and care for equipment for example the audio system, chairs and tables, and to provide timely access to the equipment as required ensuring that such equipment is returned and stored after use.
- To make recommendations to the Centre Manager for revised/improved policies and procedures.
- To undertake specific projects and serve on project teams where and when required.
- To liaise with the manager and users to ensure requirements of the user are met for example setting up chairs and tables and ensuring the kitchen is in clean working order.
- As and when required to make bookings and answer to the needs of the user ensuring consistent office hours are maintained. To accept payment for bookings following the centre procedure including the safe handling of cash.

Skills & abilities:

- Previous Caretaking experience desirable.
- Handyman skills such as minor plumbing, carpentry and electrics.
- Excellent communication skills.
- A commitment to community run services.
- Able to work flexible hours – prioritising the needs of the Centre, including the occasional evening, weekend and attending the Centre at short notice.
- Willingness to undertake training courses relevant to carrying out the duties of the post.