

Community Centre Caretaker – detailed job description

Job summary

- Welcome and treat all centre hirers, users, visitors, and enquirers respectfully and courteously.
- Always ensure security and safety of all people in the centre and the centre itself.
- Set out rooms as required according to the activities to take place in them.
- Provide efficient and effective caretaking support including:
 - Cleaning and tidying in and around the centre building.
 - Ensuring compliance with centre health and safety policy and other health and safety considerations.
 - Undertaking general building maintenance including simple DIY-type tasks.

Main duties and responsibilities

Act as a positive representative of our community centre

- Ensure all people using the centre are aware of and follow our health, safety and fire evacuation policies and procedures.
- Be a positive staff presence at the centre, always treating centre hirers, visitors, and enquirers respectfully and courteously.
- Warmly welcome everyone coming into centre or at the door.
- Occasionally take phone calls ensuring any messages taken are thoroughly noted and properly logged for further action.
- Answer general questions about the centre and our activities, and how people can get more information.
- Ensure centre looks welcoming, clean, and tidy.
- Help familiarise new hirers with centre and its workings relating to their bookings.
- Provide guidance to new room hirers and visitors as necessary.
- Help coordinate room users' requirements for their activities and events at the centre.
- Make sure rooms are set up in advance of bookings, and cleared away, as needed. For example, with necessary number of tables and chairs.

Ensure security and safety of centre users and centre at all times

- Supervise building while hirers and visitors are present.
- Ensure security of centre and its contents including locking up building.
- Ensure room doors and windows are locked when not in use.
- Ensure centre is compliant with health and safety, fire safety, food hygiene, any other relevant regulatory requirements, centre risk assessments and related policies.
- Actively monitor premises for any maintenance issues including hazards, rectifying these straight away when possible, reporting them when not.
- Ensure heating, lighting, alarm systems are working properly and report if not.
- Carry out simple day-to-day DIY-type tasks and minor repairs.

- Being able and prepared to lead fire drills (training will be provided)
- Being able and prepared to provide basic first aid (training will be provided)

Clean and tidy inside and outside centre building

- Perform daily/weekly/monthly caretaking duties, following caretaker duties list provided.
- Collect and dispose of litter inside and outside building.
- Almost every shift will include tasks such as sweeping and mopping floors, cleaning surfaces, tabletops and chairs, emptying bins, hoovering entrance mats.
- Additional tasks such as sweeping around the exterior of the building, ensuring paths are free of obstructions and hazards (including cutting back garden overgrowth as necessary) will also be required periodically.
- Monitor stocks of consumables such as toiletries and cleaning products. Replenish as necessary.

Other duties and responsibilities

- Regularly communicate with Centre Operations Staff; attend occasional meetings, training as required.
- Respond to emergency call outs and act as needed.
- Carry out any other duties within the scope, spirit, and purpose of job.
- Comply with Charity's policies, including Diversity and Equal Opportunities, Fire safety, Health and Safety, Safeguarding Children and Vulnerable Adults, etc.