



Job Description

Post:	Caretaker/Cleaner
Hours:	20 hours per week to be worked between the core time of 7.00am and 9.00 pm depending upon the needs of the centre
Salary Scale:	£6.66 per hour
Benefits:	25 days annual holiday
Reporting to:	Cottingley Cornerstone Centre Manager
Special Conditions:	Enhanced Criminal Record Bureau Check Evening and weekend working as necessary

Key Purpose of Post

To be responsible for a wide range of duties and responsibilities connected with the fabric and grounds of the building.

1.0 Duties and Responsibilities

- 1.1 Carrying out security procedures for building and grounds. Opening and closing of premises, including gates, doors, windows, fire exits etc., for the purpose of client use, lettings, maintenance and emergency services.
- 1.2 Regularly checking the proper operation and function of alarms and fire equipment and ensuring emergency exits are not obstructed.
- 1.3 Liaising as necessary with the emergency services, including calling out of emergency services as required.
- 1.4 Reporting acts of vandalism to the Line Manager and/or Police as necessary.
- 1.5 Respond when centre alarm system is set off and arrange for the system to be re-set.

2.0 Lettings

- 2.1 Complying with instructions concerning letting procedures and carrying out as per lettings agreement.
- 2.2 Where requested by the Centre Manager, be on site during the course of lettings to give any assistance to the hirer of the facilities hired.
- 2.3 Ensure that functions are conducted in an orderly manner and the behaviour of the hirer is not detrimental to the site or facilities.
- 2.4 Ensure that, where appropriate, the requirements of the Licensing Justices are met during any letting.
- 2.5 Carry out as required any necessary cleaning of areas within the letting agreement.

3.0 Heating

- 3.1 Check and control system functions, regularly check heating system, with due regard to appropriate safety requirements, report all defects to a qualified heating engineer and Centre Manager.

4.0 Deliveries / Post

- 4.1 Take delivery of post, stores materials and other goods.
- 4.2 Unpack and store stock in conjunction with the Centre Manager.

5.0 Furniture Moving.

Arrange furniture in rooms where necessary and as required, with due regard to current Health & Safety and Lifting & Handling regulations.

6.0 Elections

- 6.1 Comply with instructions with regard to arranging the necessary facilities for the by the Returning Officer [if/when applicable].

7.0 Emergencies - Some examples are:

- 7.1 Clean sickness and spillages as required.
- 7.2 Deal with or arrange to be dealt with all bursts, leaks, floods, fires and breakages as appropriate.
- 7.3 Provide safe access to the centre and rooms where required in the event of snow, ice, minor flooding or similar emergency.

- 7.4 Deal with, or arrange to be dealt with, all electrical and gas emergencies, making safe initially by turning off supply.
- 7.5 Ensure access for emergency services, assist as necessary and secure premises as required.
- 7.6 Respond when centre alarm system is set off and arrange for the system to be reset.

8.0 Internal Maintenance

- 8.1 Report all defects which require specialist repair, inspect electrical fittings and report defects as required.
- 8.2 Replace lamps and domestic fuses as required.
- 8.3 Regularly inspect plumbing and report/repair defects as appropriate, synchronise clocks, time switches etc., as required.
- 8.4 Undertake minor repairs to fixtures and fittings including desks, tables and chairs as appropriate.
- 8.5 Order and take delivery of materials to deal with repairs mentioned above. Subject to safety regulations, redecoration of any area, agreed as reasonable on instruction from the Centre Manager.
- 8.6 Be responsible for the supply and availability of all hygiene materials.
- 8.7 Remove graffiti etc. as required.
- 8.8 Carry out minor repairs to site equipment as agreed with the Centre Manager.
- 8.9 Purchase materials for minor repairs.
- 8.10 Carry out minor works in order to improve the site as required
- 8.11 Attend appropriate training courses as required.

9.0 External Maintenance

- 9.1 Maintain cleanliness and general tidiness of all external hard areas.
- 9.2 Empty litter bins on a daily basis.
- 9.3 Clean and clear all drains and gullies to ensure effective and healthy operation.
- 9.4 Inspect outside fabric of building, report/repair defects as appropriate. Inspect all fences, gates, walls, steps, lights etc.
- 9.5 Report/repair defects as appropriate.

- 9.6 Remove/obscure all graffiti.
- 9.7 Undertake designated gardening duties.
- 9.8 Clear leaves, snow, ice, moss and detritus as appropriate including treatment of surfaces with salt etc.
- 9.9 Inspect all outside areas for dangerous materials and remove safely including external emergency clean of spillage.

Health and Safety Training

Required to attend periodic Health and Safety Training sessions and keep up to date with Health and Safety issued related to the duties of the post

Equal Opportunities

Cottingley Cornerstone Centre is committed to equal opportunities, anti discrimination and anti oppressive policy or practice. No one we have contact with may be discriminated against either directly or indirectly on the grounds of gender, race, nationality, ethnicity, religion, marital status, sexual orientation, age or impairment. This policy applies to job applicants, employees, volunteers and service users.

Notes

All jobs are subject to change from time to time and this job description will be reviewed regularly.

The job description is a guide to the work that you will be required to undertake and represents a range of responsibilities in line with the grade for the post.

All posts are subject to a 6-month probationary period