

Centre caretaker/cleaner (part-time)

Job description

Pay:	£12.00 per hour.
Hours:	16 hrs/week
Days:	Thursday and Friday evenings, Saturday daytime
Responsible to:	Centre Manager

You will be working in partnership with the existing caretaker/cleaner who will normally be covering Sunday to Wednesday. Shared tasks will include:

- Responsibility for both cleaning and caretaking at the Centre
- Being responsible for the day-to-day security of the premises
- When required, to open up each day and to ensure that the premises are secure last thing at night, according to timetabled activities
- Ensuring that all areas are prepared ready for bookings and that set-ups meet the users' requirements
- Undertaking cleaning duties of the Centre, both inside and out
- Reporting repairs and/or undertaking routine maintenance, within capabilities, under the direction of the Centre Manager
- Arranging relevant contractors' appointments outside office hours
- Being responsible for the safe storage of tools, machinery and cleaning chemicals and monitoring relevant stock levels
- Acting as a named key-holder for the Centre and responding to emergency call-outs when required
- Acting as Centre liaison in the absence of office personnel, including taking bookings and accepting payments
- Providing cover in the absence of other caretaking staff as required
- Ensuring that Centre equipment is stored away safely and securely
- Dealing courteously with all users and staff of the Percy Centre
- At all times complying with the Centre's policies and practices
- Working within health & safety guidelines in the workplace
- Undertaking any other duties commensurate with the post

Centre caretaker/cleaner

Person specification

Essential:

- A willingness to undertake relevant job training & development
- An ability to think on their feet
- To be reliable, with excellent time-keeping
- The ability to communicate with a wide range of individuals and groups
- A commitment to providing an excellent service to users
- An ability to work on their own initiative
- The ability to act on instructions promptly
- An ability to solve problems as and when they arise
- To be trustworthy and honest
- To be confident and happy to work alone after hours
- To be physically fit
- To have an appreciation of the principles of equal opportunities
- A willingness to undergo an enhanced DBS clearance

Desirable:

- Previous caretaking/cleaning/security experience
- Basic carpentry, decorating and plumbing abilities
- A current First Aid certificate
- A driving licence and, ideally, their own transport
- A good working knowledge of health & safety regulations
- Familiarity with risk assessments

No CVs, please. Applications should be made using the application form available on the Centre's web site (www.percycentre.org.uk/vacancies) or from Reception. Please call for further information.