

Necton Community Centre

Caretaker Application Pack June 2016

About Necton Community Centre

Necton Community Centre is a charity run by Necton Parish Council. It provides facilities for village groups, clubs and private hire. It also has a playing field, which provides excellent sporting facilities for the Necton Sports & Social Club. The centre is a lively place featuring a monthly lunch club, a weekly parent & toddler club, holiday activities for children, a variety of keep fit and other social activities.

We also provide the centre for private bookings and business events.

About the role

We are recruiting a caretaker who will provide support to the Parish Clerk in the operational management of the centre. Principle responsibilities will be ensuring maintenance, safety and security regimes are managed, providing assistance as required with moving furniture for bookings, opening and closing the centre.

We are looking for someone who has a flexible approach to work and who can vary their working hours based on the needs of the centre. We guarantee a minimum of 7 hours per week.

How to apply

Please send your CV and a brief covering letter stating how you are suited to the role to Gabrielle Joyce, Necton Community Centre, 13 Tun's Road, Necton. PE37 8EH or by email to nectonparishcouncil@gmail.com

Closing date Thursday, 30 June 2016. Interviews week commencing 4 July 2016.

Caretaker – Job Description

Reporting to: Parish Clerk
Working with: Cleaner and Parish Clerk

Overall responsibilities: To assist the Parish Clerk in the smooth, effective & efficient running of the Community Centre. To actively promote the interests of the hall at all times.

Duties:

1. Security

- a. Unlock at start of hire period and re-secure at the end of hire period.
- b. Guide hirers around the premises, showing them how essential elements work, briefly checking inventories, informing them of significant health and safety matters and reiterating their responsibilities in respect of the hire.
- c. Immediately following a hire, check the building/s and contents for any damage or missing items and inform the Parish Clerk.
- d. Act as a key holder with others, which could involve out-of-hours attendance at the centre in the event of an emergency.

2. Caretaking and building maintenance

- a. Carry out basic building maintenance tasks.
- b. Carry out normal caretaking duties as identified by the post holder or as required.
- c. Ensure building and grounds are kept clean and tidy and the surrounding area free of litter. Empty the grounds litter bins at least weekly.
- d. Ensure that Health & Safety issues and licensing requirements are strictly adhered to.
- e. Carry out routine emergency testing procedures, i.e. fire alarm, emergency lighting & heating system.
- f. Carry out routine inspections of the building interior, exterior and land for defects, malfunctions or damage. Report and repair as appropriate.
- g. Set up, operate and maintain stage lighting, public address & microphone system as required.
- h. Maintain the outside light and toilet timer systems and adjust the settings twice a year.

3. General

- a. Act as one of the centre's representatives in all duties, helping members of the public and generally promoting good public relations.
- b. Move furniture, etc., as required by the office and the hirer.
- c. Assist with other tasks as requested by the office, such as holiday support for other team members.
- d. Maintain good liaison with the office in respect of all duties.
- e. Ensure compliance with health and safety requirements whilst carrying out all duties.
- f. Participate in regular meetings and supervision if required and take up training offered.

Person Specification

Requirement	Essential / Desirable	How tested
1 Education/qualifications/knowledge Good communication skills	E	CV, covering letter & interview
2 Experience - Caretaking, premises management, building cleaning or building management - DIY skills - Dealing with members of the public, must be able to deal with people in a firm but non-aggressive manner on occasions	D E E	CV, covering letter & interview
3 Aptitudes & skills Fit to carry out the physical demands of the job and able to lift and carry heavy items	E	CV, covering letter & interview
4 Personal Attributes - Customer focused - Manage own work effectively - Flexible approach to work - Able to use own initiative - Able to work to deadlines - Willing to work as part of a team - Willingness to carry out work safely	E E E E E E E	CV, covering letter & interview
5 Circumstances - Flexible to work day & evening - Excellent confidential references	E E	CV, covering letter & interview References
6 Equal opportunities Understanding and willingness to promote positively equal opportunities and diversity	E	Interview & references

Main terms and conditions of service

Location:

Necton Community Centre, Tun's Road, Necton

Salary:

£7.40 per hour

Hours:

7 hours to be worked flexibly across the week. Some evening work will be required.

Responsible to:

Parish Clerk

Employer:

Necton Community Centre (registered charity)

Purpose of job:

To provide caretaking duties for Necton Community Centre, including responsibility for out-of-hours security (opening and locking centre for users), general maintenance and repair.

Holiday entitlement:

5.6 weeks per year.

The information given here is intended as a guide only and does not form the basis of a contract.