

Job Description

Title:	Caretaker (2 part time positions available)
Reports to:	Head of Operations
Hours:	21 hours per week (including Monday and Thursday)
Based:	Paul's Place Hub, Shire Way, Yate, Bristol
Remuneration:	£12.21 per hour or £13,333 per annum
Terms:	Permanent position, 28 days annual leave entitlement plus bank holidays (based on a full-time equivalent, this will be pro rata for part time work), occasional weekend and evening working on a rota basis
DBS Status:	Enhanced DBS with appropriate barred checks

ROLE PURPOSE

In this role, you will be responsible for the general upkeep and maintenance of our facilities. This includes everyday tasks such as general maintenance, gardening, some cleaning, carrying out minor repairs, overseeing security measures.

Regardless of the specific duties, the overarching role of a Caretaker is to ensure that the property under their care is well-maintained and secure.

MAIN DUTIES	
Responsibilities	<p>Caretakers are primarily responsible for maintaining the premise, with daily duties and responsibilities including:</p> <p>Perform regular inspections of the premises to identify and fix minor maintenance issues, such as leaks or breakages.</p> <p>Ensure the upkeep of the premises by performing tasks such as minor repairs including fixing broken locks, replacing light bulbs and fixing leaking taps etc.</p> <p>Perform regular property inspections and report any maintenance or safety issues to the Head of Operations.</p> <p>Oversee contractors who are maintaining heating, electrical and air conditioning systems.</p> <p>Ensure periodic testing of all mechanical and electrical systems are carried out.</p> <p>Carry out cleaning tasks, such as sweeping, and mopping, to ensure the premises are kept clean and tidy and support the cleaners.</p> <p>Oversee waste disposal and recycling activities.</p> <p>Act as a key holder for the premises.</p> <p>Open up and secure the property as required, checking doors and windows ensuring the premises and outside space are secure when closing up the site.</p>

	<p>Monitor the property's security systems and respond to alarms or signs of potential threats.</p> <p>Ensure the building is made safe following any breaches to security.</p> <p>Maintain outdoor areas, such as gardens and parking lots, including mowing the lawn, pruning shrubs, and removing snow or debris.</p> <p>Ensure compliance with health and safety regulations.</p> <p>Ensure all maintenance equipment is kept in a working safe order.</p> <p>Coordinate with professional repair services when required.</p> <p>Assist in arranging special events in the premises.</p>
Supervision	To oversee the cleaners to ensure they are completing all tasks.
General duties	<p>Attend line management supervision, team meetings and annual appraisal.</p> <p>Attend mandatory training and refresher sessions, as well as other relevant staff development/ learning sessions.</p> <p>All staff may be asked to undertake other duties and responsibilities as determined the CEO or Board of Trustees.</p>

PERSON SPECIFICATION		
Experience		Essential (E) / Desirable (D)
1	Proven work experience as a Caretaker or similar role	E
2	Experience of risk assessing and working within health and safety requirements	E
Knowledge		
1	Knowledge and experience of basic gardening and building maintenance	E
2	Knowledge of health and safety systems and operations	E
Skills		
1	Basic DIY skills and in-depth understanding of maintenance procedures	E
2	Problem solving skills and the ability to think creatively	E
3	Excellent communication and interpersonal skills including verbal and written skills	E
4	Proactive and able to use own initiative, working with minimal supervision.	E
5	Driving licence and access to own vehicle.	E
Fitness		
1	Ability to carry out physical work	E