

# Job Description

## Post Title – Caretaker

Role Profile	–
Service/Team	Community Engagement
Reports to	Kinson Community Centre Manager
Responsible for	–
Number of posts	–
Post number	–
Career Grade	No

**My job improves the quality of life for the people of Bournemouth Christchurch and Poole** by supporting the maintenance and day to day running of Kinson Community Centre in order that it provides a safe, welcoming and professional environment for all the building users – centre users, visitors, volunteers and staff.

### Job Overview

To provide caretaking, janitorial and handyperson services at Kinson Community Centre.

### Key Responsibilities

- Maintenance of the security of the site and its contents, including the operation of alarm systems, key-holding and opening and closing tasks in accordance with local requirements.
- Provide support to centre hirers on site, including the movement and provision of resources and setting up of rooms.
- Undertake routine maintenance of heating, lighting, drainage and water services including the reporting of faults to the line manager and/or relevant Council departments and liaising with contractors and architects as required.
- Undertake routine handyperson tasks associated with the maintenance of the premises including external hard surfaces, fixtures, fittings, furniture and equipment.
- Porterage duties including receipt and despatch of goods, materials and waste and necessary storage and distribution.
- Carrying out inspections of the premises.
- The reception and direction of centre hirers and users.
- Respond to emergencies such as floods, illegal entries and fires.
- Cover for line manager in event of holidays/illness
- Be responsibility for tools and equipment as necessary to undertake the role.
- To undertake such other duties as may be required from time to time commensurate with the level of the post.
- To comply with all decisions, policies and standing orders of the Council and any relevant statutory requirements, including the Equality Act, the Health and Safety at Work Act and General Data Protection Regulations.

This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with this post.

## **Specific Qualifications and Experience**

- Minimum of Level 2 qualifications in English & maths
- Experience of caretaking tasks and building related minor repairs and maintenance
- Good knowledge of Microsoft Office including Excel, Word & Outlook
- Experience of effectively working independently and as part of a team

## **Personal Qualities & Attributes**

- Commitment to providing a high level of customer service
- Ability to work using own initiative and deal with unexpected problems
- Ability to demonstrate good inter-personal skills in order to communicate with a wide range of people
- A good knowledge and understanding of health and safety requirements
- Strong practical skills including basic maintenance on buildings and grounds and general cleaning duties
- When required, the ability to direct and supervise the work of contractors on site

## **Job Requirements**

- Flexible approach to working hours (including the potential need to attend the workplace in emergency situations outside of normal working hours)
- Physically able to lift, push and carry equipment
- Must be able to travel, using public or other forms of transport where they are viable, or by holding a valid UK driving licence with access to own or pool car