



LONG BUCKBY
COMMUNITY CENTRE

Job Description

Job Title	Caretaker/General Maintenance Person
Reports to	A designated Trustee of the Long Buckby Community Centre
Hours	15 - 25 hours per week
Hourly rate	£12.00 per hour.

Responsibilities:

The Caretaker/General Maintenance Person is responsible to the Trustees of the Community Centre, through the Chair, to whom he/she has direct responsibility for the work schedule below.

The hours are flexible but the postholder will be contracted for 15-25 hours each week and they will submit a monthly record of hours worked. Due to the nature of the work involved, it is beneficial that the Caretaker/General Maintenance Person resides in Long Buckby village. Full training and a full handover from the current Caretaker/General Maintenance Person will be provided.

Main Duties:

- Ensure that rooms are unlocked, and heating is on as necessary, so that the room is warm for the start of the booking.
- Ensure that rooms, tables, chairs and any other items needed for the day are clean and available every morning before use. Wipe clean where necessary.
- Put out tables and chairs as required.
- Wherever possible check rooms during the day if they are being repeatedly used.
- Check all kitchens and the Jubilee bar daily for cleanliness and check that machinery is working at all times.
- Check operation of boilers and radiators.
- Ensure lighting bulbs and tubes are working and replace when necessary.
- Sweep the outside yard and parking area as and when required.
- Manage the Cleaner, to ensure cleanliness standards are maintained throughout.
- Polite and friendly to members of the public and able to establish constructive relationships with regular users.
- Locking up the building at the end of the day.

Maintenance Duties:

- Touch up emulsion on walls on a quarterly basis.
- Carry out annual maintenance of hall floor (nature of this to be determined).
- Carry out minor repairs as necessary and report those which need professional attention.
- Timely arrangement of the fire extinguisher servicing/checks.
- Timely arrangement of the boiler servicing/checks.
- Timely arrangement of the PAT testing checks.
- Timely arrangement of the servicing for the lift.
- Devise a timely cycle for decorating as and when required.
- Polishing of hall floors regularly.
- Setting up of annual festive decorations.
- Regular kitchen equipment maintenance.
- Ad hoc snow clearance to ensure safe walkways.
- Ensuring all walkways are safe and clean.
- Small garden work of grass cutting, watering troughs and weeding.
- Be able to pressure wash side and entrance.
- Ad hoc clearing of surface water gutters as needed around the sides of the building.

Security:

- Ensure that locks and other security systems to doors and windows remain in working order and that the building is capable of being left secure at all times it is not in use.
- Keep all keys in a secure place.
- Liaise with the booking secretary.
- To attend emergency call outs as and when required.

Monitoring of Centre Use:

- Notify Booking Secretary immediately of any hirer who does not leave the furniture, rooms or kitchens in a satisfactory condition.
- Notify Booking Secretary of any hirers who regularly use the premises for longer than they have booked or take excessively long times setting up or clearing up.

Person Specification

	Essential	Desirable
Qualifications:	<ul style="list-style-type: none">• Educated to a satisfactory standard in order to communicate effectively, both written and spoken.• Some Computer literacy and working knowledge of ICT including using the internet and Microsoft office suite and Google experience, would be advantageous.	<ul style="list-style-type: none">• Experience in Building, Plumbing and/or Electrics.
Experience of:	<ul style="list-style-type: none">• Cleaning of large buildings.• Building maintenance DIY including decorating.	<ul style="list-style-type: none">• Working in a community centre environment.

	<ul style="list-style-type: none"> • Experience of working with the general public. 	
Knowledge & understanding of:	<ul style="list-style-type: none"> • Knowledge of the local area and Long Buckby village. • The varied roles of all staff in the Community Centre. • The basic principles of site management. • The importance of Health & Safety. • Techniques for the repair of damaged or defective equipment or resources. 	<ul style="list-style-type: none"> • Specific premises issues: security, Health & Safety, heating systems, building construction, COSHH regulations. • Fire Safety regulations. • PA and Wifi systems knowledge.
Skills:	<ul style="list-style-type: none"> • Use practical skills to improve the site and building. • Motivate others in the team through example and enthusiasm. • Deal with emergencies and problems in a positive and systematic manner. • Be aware of a small budget for resources. • Proactive and work on own initiative. • Work alone when required, showing good self-motivation. • Prioritise, plan, schedule and meet deadlines and evaluate work. • Use basic power tools and other equipment to make repairs and improvements. • Be able to devise a suitable record-keeping system for monitoring expenditure and stock levels. 	<ul style="list-style-type: none"> • Assess the quality of others' work, and support and advise where necessary. • Anticipate and reduce risk where possible. • Develop more efficient and cost-effective ways of working. • Show knowledge and understanding of Health and Safety regulations.
Personal qualities and attributes	<ul style="list-style-type: none"> • Flexibility. • Enthusiasm. • Loyalty, good timekeeping. • Discreet – able to maintain confidentiality. • Reliable, trustworthy and honest. • Demonstrates excellent social skills. • To be a passionate and proactive member of the Community Centre. 	
Physical Requirements	<ul style="list-style-type: none"> • Fit and able to carry out duties. • Ability to work at height with appropriate equipment. 	<ul style="list-style-type: none"> • Ability to deal with some manual handling although full training will be provided.