

Person Specification

Caretaker

SECTION	CRITERIA
Education & Qualifications	• Health & Safety training • Fire Safety Training
Skills, Knowledge & Experience	• Knowledge of community facilities health and safety compliance and legal requirements. • Knowledge of the risk assessments and accident reporting processes • Experience of setting up rooms in line with booking to meet the customers' needs and requirements • Experience of cleaning and carrying out minor repairs • Ability to work as part of a team • Experience of customer service delivery • Able to work flexible hours, including evenings as required
Key Responsibilities of Role	
• To provide a caretaking service for all communal areas within the centre including lift, activity rooms, waste facilities, meeting rooms and office space. Preparing rooms for functions, events and activities as listed on the centre's daily bookings sheets. • Cleaning and sanitising of public areas and meeting rooms in between hirers to reduce risk of infection and be Covid 19 safe. • To use cleaning equipment as required and ensure all health and safety legislation and policies are adhered to. • Ensure all rooms are fit for purpose on time for the hirer's requirements including any cleaning, setting up of equipment and refreshments. • To maintain and litter pick the ground and astro pitch in the immediate area of the facilities, keeping grassed and bedded areas (i.e. areas not covered by the Grounds Maintenance or MCC contracts if applicable) neat and tidy. • Ensure the safety of service users. To deal effectively with any issues of misconduct of service users report to the relevant manager on duty. • To be responsible for the basic security of the property and, where applicable, be familiar with the operation of closed circuit television and security equipment. • To be proactive in reporting and repairing any faults relating to security matters to the Duty Officer.	

- The ensure secure lock down and alarm setting for the building when required. Opening buildings and disabling alarms when required.
- To work alongside the centre's team to ensure smooth running of any functions, events and activities.
- To carry out basic repairs as and when required.
- To provide reception cover as and when required.

Key Team Relationships:

- **Centre Team**

Key Internal working relationships are with:

- **All Centres colleagues**
- **Community Development Team**
- **WCHG Colleagues**

Key External working relationships are with:

- **External Hirers**
- **General Public**
- **Key Partners**