



PRIORY CENTRE CARETAKER

This post is a new post and although permanent, the hours and responsibilities may alter as it becomes more established. Therefore, the post holder will need to be adaptable as well as reliable.

HOURS OF WORK	20 hours per week recorded via timesheets
SALARY	£15 per hour
HOLIDAY	28 days including bank and public holidays
PENSION	Offered – The Peoples Pension

JOB DESCRIPTION:

Caretaking:

Being an Ambassador for the Priory Centre

Liaise with the Administrator managing bookings

Open and close for lettings including setting up and cleaning/clearing after, including moving furniture and checking bins.

Ensure hirers have all they need and know how everything works

Be available for hirers and monitor that hire conditions are being adhered to

Be the main key holder for the building

Oversee the cleaning service to ensure high standards are kept

Meet with potential hirers to show the facilities

Ensure hirers have an emergency contact number

Being available for deliveries and tradespeople

Generally keep all areas of the Priory Centre clean and tidy including outside areas

Ensuring sufficient supplies (toilet roll, soap etc) in toilets and kitchens

Check all stock of cleaning supplies and items such as light bulbs etc

Adjust and check time clocks

Read and check electricity and gas meters

Testing and checking all safety systems (water, fire alarms etc)

Manage PAT testing schedule

Manage service schedules for equipment

Check first aid kits are stocked and contents are in date

Ensuring the wheelie bin is available on a fortnightly basis for emptying

Maintenance:

Check around the building for damage or anything in need of attention eg. Removing marks on walls

Inspect paintwork regularly and touch up as required

Carry out minor repairs to property, fixtures, fittings and equipment, which are not beyond the scope of handyperson

Weeding around the external building and assisting with the grass cutting and planter maintenance

Training will be available for aspects of the job.

An enhanced DBS will be required due to children's groups using the venue.

The person appointed will be accountable to Stretton Parish Council but on a day to day basis will be directed by the Priory Centre Management Committee.