

JOB DESCRIPTION

Cleaner-Caretaker

Responsible to: The Centre Manager

Salary: £12,500

Hours: 30 (may include some work when Centre is closed)

Purpose of Post

- To ensure St John's Centre and its surrounding grounds are maintained to a high standard. To ensure a high health and safety standard is maintained across the site to act as caretaker for weekend bookings.

Main Duties & Responsibilities

- To ensure a high standard of cleanliness in all rooms (i.e. all rooms, entrance hall kitchen, stairs and toilets)
- To organise own schedule of work
- To carry out minor repairs maintenance of the hall as required
- To carry out internal decoration of the hall as required
- To maintain grounds around hall
- To set up and put away equipment for daytime courses
- To be responsible for arranging the maintenance and testing of the fire alarm, fire extinguishers, burglar alarm and emergency lighting system, on a regular basis
- To inform manager when external contractors are required to carry out maintenance/repair work on the Centre. All such work must be authorised by the manager before being requested
- To undertake opening and closing of building for weekend bookings.

Other duties and responsibilities

- Undertake training as required
- Abide by health and safety guidelines and share responsibility for own safety and that of colleagues
- To understand, and empathise with the aims and ethos statement of the Centre and its equal opportunities policies
- Any other relevant duties required to ensure the smooth running of the site