



Caretaker

Job Description

About Earley CResCent Resource Centre

Earley CResCent Resource Centre is a community building, designed and built to meet the needs of all voluntary and community organisations and serving the residents of Earley, which aims to promote a self-confident and independent existence for residents of all ages and abilities.

The Centre is used by a wide range of local voluntary organisations on a regular weekly basis, as well as for one-off bookings.

Main Purpose of the Job

To undertake caretaking and cleaning duties at the CResCent Centre, to welcome visitors, look after the reception desk and to serve in the coffee bar if required.

To report and liaise with management, any damages or repairs regarding the community building.

Ensure our health and safety policy is adhered to.

Specific duties and responsibilities

To ensure that the building is unlocked prior to the commencement of a hiring, to set up rooms as required, including the movement of furniture and equipment, to welcome users, and to ensure that the building is secure upon completion of hiring.

To be in attendance at the Centre during the specified basic hours of working, to allow access and exit by users and to be present in the centre for the duration of hirings.

To be a keyholder for the building and to attend in times of emergency.

To ensure that the building is kept clean and tidy to our high standard, and to ensure that adequate supplies of consumables are available.

To report to the Management immediately, any damage which has occurred, or if the rooms have been left untidy or unclean by users.

To report any faults with equipment/fixtures and fittings to the Management.

To ensure that the health and safety policy is adhered to at all times.

If appropriate to provide relief cover for another caretaker in the event of absence.

Any other reasonable duties as may be deemed necessary.



Person Specification

What we are looking for

At Earley CResCent Resource Centre, we are looking for someone who can use their initiative, and is committed to supporting the needs of our resource centre.

Someone who is a welcoming, cheerful person - good with people, reliable, punctual, trustworthy and responsible.

Someone physically fit and able to carry out the duties of the post with reasonable adjustments where necessary.

Previous experience in a similar role is necessary.