

## **Centre caretaker/cleaner (part-time)**

### **Job description**

**Pay:** £10.90 per hour. (£12.00 from 1 January)  
**Hours:** 18 hrs/week  
**Days:** Thursday and Friday evenings, Saturday daytime  
**Responsible to:** Centre Manager

You will be working in partnership with the existing caretaker/cleaner who will normally be covering Sunday to Wednesday. Shared tasks will include:

- Responsibility for both cleaning and caretaking at the Centre
- Being responsible for the day-to-day security of the premises
- When required, to open up each day and to ensure that the premises are secure last thing at night, according to timetabled activities
- Ensuring that all areas are prepared ready for bookings and that set-ups meet the users' requirements
- Undertaking cleaning duties of the Centre, both inside and out
- Reporting repairs and/or undertaking routine maintenance, within capabilities, under the direction of the Centre Manager
- Arranging relevant contractors' appointments outside office hours
- Being responsible for the safe storage of tools, machinery and cleaning chemicals and monitoring relevant stock levels
- Acting as a named key-holder for the Centre and responding to emergency call-outs when required
- Acting as Centre liaison in the absence of office personnel, including taking bookings and accepting payments
- Providing cover in the absence of other caretaking staff as required
- Ensuring that Centre equipment is stored away safely and securely
- Dealing courteously with all users and staff of the Percy Centre
- At all times complying with the Centre's policies and practices
- Working within health & safety guidelines in the workplace
- Undertaking any other duties commensurate with the post

### **Centre caretaker/cleaner Person specification**

#### **Essential:**

- A willingness to undertake relevant job training & development
- An ability to think on their feet
- To be reliable, with excellent time-keeping

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[www.percycentre.org.uk](http://www.percycentre.org.uk) ~ [info@percycentre.org.uk](mailto:info@percycentre.org.uk) . Charity no. 1127986, Company no. 6769345.

- The ability to communicate with a wide range of individuals and groups
- A commitment to providing an excellent service to users
- An ability to work on their own initiative
- The ability to act on instructions promptly
- An ability to solve problems as and when they arise
- To be trustworthy and honest
- To be confident and happy to work alone after hours
- To be physically fit
- To have an appreciation of the principles of equal opportunities
- A willingness to undergo an enhanced DBS clearance

Desirable:

- Previous caretaking/cleaning/security experience
- Basic carpentry, decorating and plumbing abilities
- A current First Aid certificate
- A driving licence and, ideally, their own transport
- A good working knowledge of health & safety regulations
- Familiarity with risk assessments

No CVs, please. Applications should be made using the application form available on the Centre's web site ([www.percycentre.org.uk/vacancies](http://www.percycentre.org.uk/vacancies)) or from Reception.