



Crownway Community Centre

# Caretaker / Centre Assistant Job Description

**Hours:** 21hrs per week (Mon-Fri)

**Monday** 5pm-9pm, **Tuesday** 5pm-9.30pm, **Wednesday** 5pm-9pm, **Thursday** 9am-10.30am / 5pm-9pm, **Friday** 6pm-9pm  
(Some flexibility in hours may be required, including weekend work)

**Pay:** NLW / 12mths contract / To be reviewed dependent on funding

**Holidays:** 28 days per year

**Base:** Crownway Community Centre

**Reporting to:** Centre Manager

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## Main aspects of the role will involve:

- Providing an on-site presence throughout the week, mainly during evening opening hours
- Welcoming and supporting service users of Crownway Community Centre & Cafe
- Opening and closing the building and following all security procedures
- Being a nominated keyholder and point of contact for security & fire alerts
- Conducting weekly fire alarm and emergency light tests and maintaining inspection logs
- Carrying out emergency procedures in the event of a fire, flood, break-in, accident or major damage
- Monitoring condition of equipment (inc. fire extinguishers) and organising annual PAT tests
- Maintaining the upkeep and improvement of the exterior and interior of the premises (inc. emptying bins, recycling, litter picking, inspecting, and clearing drains, weeding, etc.)
- Undertaking basic DIY and repairs when required
- Supporting Centre staff in obtaining quotes and organising specialised works when work is beyond the competency of the role
- Directing contractors and workmen to repair or maintenance jobs, and inspecting their work afterwards
- Making weekly trips to the local waste and recycling tip
- Basic cleaning duties when needed (e.g. during absences of the Cleaning Operative)
- Ensuring adequate levels of stock are available for the caretaker's use
- Making and serving hot and cold drinks within the community cafe, using a cash register & cashing up takings
- Maintaining and adhering to all health and safety guidelines
- Completion of relevant paperwork

## Other Duties

- Effectively communicate and build working relationships with Centre users, staff, volunteers, and trustees
- Produce reports for - and attend - Management Committee meetings, when required
- To undertake relevant training when necessary
- To undertake any other duties commensurate with the status of the post as directed by the Management Committee.

## General Conduct

- Punctuality and being 'on call' to a reasonable level is essential
- Polite, approachable, and helpful
- To show enthusiasm and promote positivity
- To maintain confidentiality regarding Centre business, users, and volunteers

**This post will be subject to an Enhanced DBS check paid for by the organisation.**

### Equal Opportunities

Crownway Community Centre is an equal opportunities employer and welcomes applications from all suitably qualified persons regardless of their age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage/civil partnership, pregnancy, or maternity.



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# Caretaker / Centre Assistant Person Specification

Key Competencies	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good standard of education – (Level 2)</li> <li>• Health &amp; Safety Awareness</li> <li>• Full clean driving licence</li> </ul>	<ul style="list-style-type: none"> <li>• Emergency First Aid at Work – (Level 2)</li> </ul>
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Knowledge of DIY and repairs</li> <li>• Understanding of health &amp; safety issues (inc. risk assessment)</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience in a caretaking or similar role</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Can carry out general repairs without guidance</li> <li>• Ability to lift and carry items</li> <li>• Understands and follows instructions well and can comply with guidelines</li> <li>• Good communication and interpersonal skills</li> <li>• An engaging and professional approach to your work whilst upholding high standards</li> <li>• Able to stay calm and focused in a busy environment</li> <li>• Organised and methodical in your work with an ability to follow and implement procedures</li> <li>• Able to work within a team and manage own workload effectively</li> <li>• Possess a 'can do' community spirit and positive attitude</li> </ul>	<ul style="list-style-type: none"> <li>• Able to develop more efficient and cost-effective ways of working</li> <li>• Devise new or more suitable record-keeping systems</li> <li>• Good knowledge of specific premises issues: security, Health &amp; Safety, heating systems, building construction, COSHH regulations.</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Hardworking</li> <li>• Trustworthy</li> <li>• Responsible attitude</li> <li>• Approachable and friendly manner</li> <li>• Presentable with good personal hygiene</li> </ul>	