

## Job Description

### *Temporary Caretaker*

## Role Description

Haxby & Wigginton Youth & Community Association is looking for a temporary caretaker to cover a 4 week absence. The role will be for approximately 10 hours per week - plus additional out of hours work if required. Temporary Cover - 4 weeks from Monday 24th June - Monday 23rd July, minimum, at a rate of £12.50 per hour.



## Key Tasks

### Opening and Closing:

- Opening up the centre between 8.30am-9am Monday-Friday including all gates (opening up document to be produced)
- Locking up the centre weekday evenings (following document yet to be produced) at variable times depending on centre usage.

### Weekend and out of hours opening:

- Opening the centre outside of the times listed in accordance with bookings. Open doors, turn on lights, etc
- Meeting and greeting new users to the centre and providing them with relevant information. Confirm closing time with hirers. Answer any issues that they may have, point out fire exits and any other health and safety information.
- Lock up the centre after the booking, checking the rooms for any issues or damage. Report any issues to Community Services Manager in the week

### Cleaning duties:

- Ensuring rooms are presentable for use by sweeping and mopping hard floors, vacuuming carpets and cleaning table tops as required.
- Emptying of bins and recycling as required.
- Keeping the toilets in a clean and hygienic manner, (including replacing soap, hand towels and toilet roll in staff toilet only)
- Keeping the outside area swept and tidy.
- Vacuum sliding door slots in floor.
- Wipe/dust all frames, skirting boards, window sills, shelves etc, once or twice a month as required.
- Ensure all cobwebs and dust are removed from room corners and light fittings.
- Wipe down front of community fridge in kitchen, clean out and wipe down. Every second week, strip fridge shelving and clean.
- Using the caretakers cleaning materials in the prescribed manner, accepting responsibility for the equipment used and ensuring the safe usage and storage of such equipment and materials in accordance with the COSHH regulation currently in force.

### Health and Safety duties:

- Test fire alarms weekly. Maintain the test register.
- Run outside tap for 1 minute weekly, and maintain the log.

### Outdoor duties:

- Patrol gardens, field and car park, and dispose of any rubbish. Report any damage.
- Mow lawns and strim lawn edges as required.
- Removing litter and debris from the gate area at North Lane Entrance.

- Ensuring Oaken Grove signs in the field, pedestrian entrance, main entrance and totem are clean and visible.
- Prune, weed and remove debris from gate entrances along the side of the field.
- Ensure external signage is secure and visible
- Check the outside of the building for any issues or damage. Ensure garden furniture is in the correct position and in good condition. Report any issues to the Community Services Manager.
- Liaise with the Community Services Manager regarding any changes or issues during the week .

**Other duties:**

- Setting up and clearing away tables for room bookings
- Occasional DIY jobs including maintenance and day to day tasks as appropriate.
- Replacing light bulbs/tubes if necessary and reporting any defects in the lighting or heating systems to the management

**Person Specification**

We are seeking someone who is friendly, reliable and able to work independently, to support the running of Oaken Grove Community Centre, for its customers and hirers.

Would suit someone who is local to Haxby and available for working in the mornings 8am - 9:30am, and evenings and weekends as required.

**Working Hours, Rate and Provision Structure**

Rate of pay: £12.50 per hour

Responsible to: Community Service Manager

Hours: 6.5 per week

**Person Specification Criteria / Demonstrated through**

*Essential*

proactive and work on own initiative;	CV / Interview
work alone when required,	CV / Interview
showing good self- motivation;	CV / Interview
organisation, multi-tasking and scheduling skills	CV / Interview
communicate effectively (both orally and in writing)	CV / Interview

*Desirable*

Customer service skills for positive dealings with customers and hirers	CV / Interview
Experience of light maintenance and gardening tasks	CV / Interview

**How to Apply**

Please email [info@hwyc.co.uk](mailto:info@hwyc.co.uk) with a copy of your CV and a covering letter explaining how you meet the person specification below.