

Job Title:	Caretaker/Cleaner
Employer:	Communities 1st
Accountable to:	Making a Difference - Services Manager
Salary:	£10.53/hr
Hours:	7.5 hours per week including morning, daytime, evening & weekend work
Main Places of work:	Phillimore Community Centre, Radlett and Ver House, Frogmore

We are looking for someone who can live and breathe our values; to work in partnership, deliver quality, adapt, be positive and be inclusive. You will be proactive and able to work with colleagues and volunteers to deliver amazing services.

Purpose of the Job:

The role of the Cleaner / Caretaker role is to provide a comprehensive cleaning service at the Phillimore Community Centre managed by Communities 1st and to provide occasional holiday cover for office cleaning at Ver House.

The successful applicant will be required to open and close the community centre for occasional hirers as required both during the week and at weekends. Regular hirers of the centres have their own keys and do not need this service.

Ensure that Health & Safety issues and licensing requirements are strictly adhered to.

To inspect the interior & exterior of the building for general cleanliness on a daily basis. A weekly check must also be conducted for any defects & malfunctioning equipment. Make good any defects where appropriate or report to the Manager as soon as possible so that repairs can be arranged.

The Caretaker must be able to manage their time effectively familiarising themselves with weekly work logs and plan duties around building user requirements

To deal with any other matter which would facilitate the smooth running of the community centres, or as may reasonably be required by the Manager.

Responsibilities:

Cleaning & Servicing:

- a) To clean and service on a regular, planned, basis and to a high standard, the facilities and floors of the community centres managed by Communities 1st as specified in the attached Schedule
- b) To ensure that the building remains tidy and that all furniture and equipment is appropriately stored after use.
- c) To monitor stocks of cleaning supplies and other consumables and to advise the office staff to ensure that they are replenished in good time.
- d) To organise and receive deliveries or collections from contractors and suppliers, e.g. cleaning supplies and equipment for functions.

Setting-up:

- a) To assist with (as appropriate) the setting out and subsequent removal and securing after use, of chairs, tables and other equipment provided in the centres.

Management of Systems:

To manage and adjust systems and services within the centres as and when required with particular regard to:

- a) Testing the fire alarm system on a weekly basis and recording the results thereof.
- b) Testing the emergency lighting system on a weekly basis and recording the results thereof.
- c) Regulating the heating system to ensure that an adequate level of heating is maintained while ensuring the unnecessary usage is avoided.

Maintenance:

- a) Minor handyperson maintenance e.g. carpentry repairs, notice boards etc
- b) Emergency requests, e.g. assist with flood maintenance, etc
- c) To ensure that the Services Manager is promptly informed of any new maintenance issues.
- d) Arrange access for repairs and maintenance by other contractors

Supervision of Premises:

- a) Porter duties as required for meetings/events
- b) To monitor the activities in the centres to ensure that hirers comply with the Terms and Conditions of Hire and other statutory requirements.
- c) To open and close the Hall at times appropriate to the booking schedule and to secure the premises when the Hall is not in use.
- d) To retain custody of the keys to the building. Keys may only be loaned/provided to hirers or other third parties with the express permission of the Services Manager or Chief Executive.
- e) Inspect facilities to ascertain all is generally in an acceptable order – any damage to be brought to the attention of the hirer.

Training:

- a) To attend training courses and complete all the appropriate Health & Safety requirements for the role.

Person Specification: Cleaner / Caretaker

	Essential	Desirable	How assessed*
Values and Personal Attributes			
1.1 Ability to implement our values in all aspects of work. These are to: Work in partnership; Deliver quality; Adapt; Be positive; Be inclusive.	✓		AF/INT/R
1.2 Ability to work with a diverse range of people and organisations and be an effective communicator	✓		AF/INT/R
1.3 Ability to work flexibly and effectively as part of a team and on own initiative	✓		AF/INT/R
Skills & Knowledge			
2.1 Skill in evaluating building user needs e.g. during events	✓		AF/INT
2.2 Awareness of and the ability to use information and communications technology		✓	AF/INT/R
2.3 Knowledge and experience of health and safety good practice and legislation	✓		AF/INT
2.4 Knowledge of the requirements of the needs of people with disabilities	✓		AF/INT/R
Experience			
3.1 Working knowledge of cleaning machinery and their operation / service requirements	✓		AF/INT/AT/R
3.2 When to order cleaning materials	✓		AF/INT/R
3.3 Ability to prioritise and manage time to meet building user requirements	✓		AF/INT/R
3.4 Good personal organisation and ability to handle more than one project at a time, including working to different people within the team	✓		AF/INT/R
Other Requirements			
4.1 Flexible approach to working hours. Able and willing to work occasional evenings / weekends	✓		AF/INT
4.2 Ability to travel within Borehamwood and occasionally wider afield	✓		AF/INT
4.3 Assist with emergency situations	✓		AF/INT

* Key to how skills are assessed

AF = Application Form INT = Interview R = References AT = Assessment/Task exercise

CLEANING SCHEDULE

The following areas should be kept clean as necessary:

- a) All toilet facilities, including floor, tiles and mirrors
- b) Kitchen areas (including Fridge/Freezer and oven)
- c) Tables and chairs
- d) Sweep and clean floors
- e) Check that all consumable items (toilet rolls, soap, paper towels etc.) have been replaced.

Weekly

- a) Clean tiles, doors and walls in kitchen.
- b) Clean off any marks on other walls
- c) Disinfect internal drains in toilets and kitchen
- d) Dust window ledges and edges of walls/ceiling
- e) Sweep around front emergency exits
- f) Clean glass of doors as necessary

Monthly

- a) Check operation of all electrical and mechanical equipment

Quarterly

- a) To deep clean tea points and communal areas e.g. wall washing in lobbies
- b) Pressure wash the front steps
- c) Clean out kitchen cupboards
- d) To clean bin store

Annually

- a) Check inventory with Wellbeing Services Manager / Trustee responsible.