



Bridges Centre – Monmouth Job Description – Casual Caretaker

Job Purpose:

Bridges Centre is a multipurpose building hosting events, functions and services. Due to increased activity, we require a casual caretaker for our Centre to help with general day to day caretaking duties, preparing rooms for meetings and events, general maintenance and the opening/closing of the building and associated security.

Salary: NMW (£8.91 Per Hour)

Hours: Casual Worker Contract (zero hours).

You will work flexibly on an "as required" basis and this may include day time hours, evening or weekends. There may be a requirement to occasionally work after midnight for some functions. The Lead Caretaker & Maintenance Manager will contact you from time to time to offer work as needed. We will aim to give you as much advance notice as is possible to ensure your availability.

Annual leave entitlement: 22 days plus bank and public holidays - pro-rata to reflect hours

Reporting to: Lead Caretaker & Maintenance Manager

Main Duties:

- Locking and unlocking the premises as appropriate for a key holder in liaison with centre staff.
- Out of office hours opening and closing of the centre at arranged times as appropriate, including general security of the building.
- Familiarisation with security and fire alarms, heating and water systems, and emergency evacuation procedures.
- Preparation of the building and rooms for the regular activities and one off events, including the setting up and dismantling electrical and IT equipment.
- Dealing with customers with courtesy and politeness and with a positive attitude, seek to accommodate customer requirements where appropriate.
- Ensure all communal areas are kept clean and tidy and carry out specific cleaning duties as directed, in particular after evening functions and events.
- Ensuring wash areas and toilets are maintained in a clean condition and supplied with toilet paper, soap etc.
- General upkeep of internal and external areas around the building.
- Ensure that all refuse/recycling is disposed of promptly and stored away from the main buildings, and prepare for collection.
- General portage duties and moving of furniture, chairs etc.
- Carry out periodic minor maintenance and decoration duties as directed (including working at height, basic plumbing and painting).
- Noting, monitoring and reporting any defects of building, furniture, fittings and equipment to the Lead Caretaker & Maintenance Manager.
- Seeking to maintain safe conditions and safe working practises within the Centre.

In addition to the duties and responsibilities listed, the post holder is required to perform any other reasonable duties that may be assigned by the Lead Caretaker & Maintenance Manager additional to those shown above, from time to time.

Essential Skills/Qualities Required:

1. People skills:

- Ability to communicate sensitively and tactfully with a range of people, including centre users and staff.
- Attention to detail with a pride in your work
- Good communication skills

2. Teamwork:

- The ability to work closely with other staff members during a shift.
- "Can do" attitude, with a willingness to get involved
- Be a self-motivated and an independent worker but also a team player who is solution focused.

3. Organisation skills:

- Being able to multi-task and juggle competing priorities throughout a shift
- Good time management skills with a focus on punctuality
- Written and numeracy skills – desirable, but not essential

Qualifications/Training Required:

1. No specific qualifications required, but if you have decorating skills or handyperson skills and have had a caretaking role of a building in the past this would be an advantage.
2. Ability to undertake any required training including First Aid and Manual Handling, Working at Height, and Health and Safety.

General:

1. To comply with all Bridges Policies and procedures.
2. To maintain a high level of personal hygiene presenting a clean, smart, safe and practical appearance at work.
3. To undertake training relevant for the role (as required).

Application process:

Please complete the **Application form for all roles** on the opportunities section of our website and send it to Amy McDougall, by email to Amy.McDougall@bridgescentre.org.uk or by post to Drybridge House, Monmouth, NP25 5AS.

Application deadline: Friday 10th December

Interview date: TBC

Start date: TBC

Please note it is not our policy to provide feedback to candidates who have not been shortlisted for interview.