



Bridges Centre
Casual Caretaker

Job Purpose: We require a casual caretaker for our Centre to help with opening/closing the building, setting up rooms, securing the building and general day to day caretaking duties.

Hours: These will not be fixed but will depend on requirements, this would include weekdays, weekday evenings, Saturdays or Sundays. There might be the occasional requirement to work after 12 midnight, for which time and a half would be paid.

Salary: £8 per hour.

Annual leave entitlement: Full time equivalent - 22 days, plus bank and public holidays, however you will accrue holiday entitlement based on the amount of hours that you work at Bridges

Reporting to: Mark Jones (Lead Caretaker)

1. Key Tasks:

- 1.1 Security of the building.
- 1.2 Opening and closing of the building.
- 1.3 General maintenance cover of internal and external areas.
- 1.4 Disposal of waste from centre to waste disposal unit.
- 1.5 Familiarisation with burglar and fire alarms, heating and water systems, and emergency evacuation procedures.
- 1.6 Preparation of the building and rooms for the regular activities and one off events, including setting up and dismantling electrical and IT equipment.
- 1.7 Clearing up and cleaning after evening functions.
- 1.8 Ensuring toilets are maintained in a clean condition and supplied with toilet paper, soap etc.
- 1.9 Other duties could include cleaning, window cleaning, gardening, decorating and other duties as required.

2. Skills required:

- 2.1 A cheerful and pleasant manner in dealing with members of the public.
- 2.2 Requirement to be flexible in order to cover colleagues for holidays and illness.
- 2.3 Ability to work as part of a mutually supportive team.
- 2.4 Flexibility in terms of hours of work.

Application Process:

Please complete the standard application form on our Job Vacancies section on our website: - www.bridgescentre.org.uk/opportunities/job-vacancies/

You can either return the application form via email to beth.baker@bridgescentre.org.uk or post to Beth Baker, Bridges Centre, Monmouth, NP25 5AS

Closing date: 10th September 2018

Nb. It is not in our policy to provide feedback to candidates who have not been shortlisted for interview.