

**Job Title:** Site Caretaker

**Job Purpose:**

To take care of the security and day to day maintenance of the Centre’s facilities, buildings, and community project premises.

**Specific Duties:**

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| **Site** |
| 1. Open / lock buildings at start and end of day. Act as key holder across the site including security of offices, controlled access to keys, point of contact and responder for out of hours and for weekend facilities hire. 2. Carry out basic day to day maintenance tasks, repairs and routine checks of the premises, including grounds, car park, walk routes, pathways outbuildings, play area to ensure the service is compliant and able to run safely and efficiently. 3. Ensure heating, lighting, waste disposal and alarm systems are working properly. Undertake schedule testing and inspections for fire extinguishers, alarms and other systems. 4. As requested, co-ordinate external contractors to complete servicing, testing, maintenance and statutory inspections of buildings and activity equipment. 5. Keep workshop tidy ensuring all tools and equipment are serviceable and fit for purpose. 6. Oversee contracted-out cleaning service. 7. Assist with moving and handling on site and within community locations and support the organisation’s retail functions at start and end of day. Support and set up for events and other fund raising or social activities as requested. 8. When requested, water plants and crops and provide animal husbandry, care, feeding and cleaning to domestic petting animals (guinea pigs). 9. Coordinate with the Finance Manager to oversee repairs to Supported Living landlord properties. |

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| **Additional Requirements:** |
| 1. Attend all training courses as directed and be responsible for maintaining and improving own knowledge and skills through experience and training. 2. Willingness to work flexibly in order to meet the needs of the service. 3. Undertake any other duties that reasonably fall within the scope of the job role as and when required to ensure the safe and smooth running of the service. 4. Travel between sites |

**Person Specification**

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| **ESSENTIAL** | **DESIRABLE** |
| Basic DIY maintenance skills and practical experience in the use of tools and equipment | Previous caretaker experience  Experience in building maintenance, electrics plumbing, painting and bicycle maintenance.  Qualifications related to maintenance tasks and tools  Competent in using hand and power operated tools (drills, hammers, saws for basic repairs) and to work at height (step ladder) |
| Good verbal communication skills. |  |
| Organisation, multi-tasking and scheduling skills |  |
| Physically fit to undertake manual tasks and willingness to work outdoors in all weather conditions | Trained in manual handling  Trained in working at height |
| Commitment to learning, training and professional development | Experience of procuring equipment and services |
| Willing to work flexibly including out of hours best endeavours and on call basis for emergencies |  |
| Friendly and engaging personality  Reliable, trustworthy and patient  Full driving licence and access to a vehicle |  |

**Key Competencies Required for the Role:**

* Ability to motivate and communicate effectively with a range of people.
* Ability to self-motivate, plan and prioritise a range of responsibilities, working independently without direct supervision.