



Job Description

Job Title:	Wades Centre Caretaker
Accountable To:	The Council through the Town Clerk
Salary:	SCP 4-12 (£24,404 - £27,711 pro rata)
Full Time/Part Time:	Flexible hours 15 hours on average a week, Saturday - Wednesday. (Thursday and Friday are non-working days)

Job Purpose:

To assist the Estates Manager in the smooth, effective and efficient running of the Wades Centre and all associated services. To actively promote the interests of the Centre at all times.

General Duties

- To be flexible with working hours to respond to any hirers' issues arising whether during evenings or at weekends
- To be the first point of contact for Wades Centre visitors/hirers whilst on site
- To set up meeting rooms as per the hirer's specifications. This will involve manual handling such as lifting, moving, setting up, packing away of furniture e.g. tables, chairs etc
- Participate in the planning of and supporting the management of Wades Centre events
- To be responsible for opening and closing the Centre and for the security of the premises, ensuring that windows are closed and doors are locked at the end of a booking and that the alarm procedure is followed
- General cleaning of the Wades Centre at weekends, including cleaning floors, kitchens (including kitchen cupboards, drawers and ovens and periodic descaling of kettles), toilets, mopping, sweeping and use of cleaning machinery. Periodic cleaning of tables and chairs. Cleaning will be coordinated around bookings and it is expected that the majority of this will be during the evenings and weekends
- To be responsible for regular inspections of all rooms, ensuring they are presentable, clean and tidy and good housekeeping is maintained at all times. Report any maintenance issues to the Office.
- To deal with any other matter which would facilitate the smooth running of the Wades Centre.

Health and Safety

- Operation of all emergency procedures and building maintenance i.e. fire alarm, emergency lighting and heating system
- Reporting maintenance issues to the Office and recording details in the relevant file

- To take a fire warden role and assist with fire drills and emergency evacuations as required
- To attend training courses and complete all the appropriate Health and Safety requirements for the role
- Ensuring that Health and Safety issues are strictly adhered

Other duties

- To maintain a professional and friendly service to all customers and users of the Wades Centre and build good relations with the local community
- Attend training courses in accordance with identified training requirements
- Other duties as the Council may reasonably require from time to time
- Monthly change door codes according to schedule
- Monthly check of the First Aid box to check for out of date and missing items
- Meet new hirers and explain safety and operational procedures
- To be able and willing to respond to occasional out-of-hours emergencies