

Job Description

Job Title:	Caretaker (part-time)
Hours:	10 hours per week minimum although flexibility is required to ensure the objectives of the role are met including weekdays and weekends. The role offers a minimum of 10 hours per week, with core hours scheduled for Fridays from 2:00pm to 6:00pm and Sundays from 9:30am to 3:30pm. Additional hours are often expected, particularly on Fridays and Sundays, as well as during the week to cover staff absences or support operational needs. Flexibility is essential to ensure the objectives of the role are met.
Reporting to:	Business Support Manager
Responsible for:	Volunteers caretakers
Location:	The role is based at Greenford Community Centre, 170 Oldfield Lane South, Greenford, UB6 9JS

A job description is a written statement reflecting the main requirements and essential characteristics of the job. It is not intended to be an exhaustive list of the duties a post holder might be called upon to perform.

Job Context

Age UK Ealing's mission is to promote the wellbeing of all older people in Ealing and empower them to achieve full quality of life. We provide a range of support services for older people in the London Borough of Ealing including an **information and advice service, day centre and befriending**. We also run Greenford Community Centre, where our office and services are based alongside a range of other community activities.

Purpose of the job

To work at Age UK Ealing's building at the Greenford Community Centre and other premises occupied by Age UK Ealing. Reporting to the line manager, the Caretaker will ensure the security and cleanliness of the site, will take appropriate action where required, will maintain the premises in a clean, safe and secure condition for staff and users and will liaise with the line manager to ensure that there is always a responsible person in the building when it is in use.

Main Duties and Responsibilities

1) General Upkeep of the premises

- To carry out the routine/non-routine opening, closing and locking of the premises
- To undertake any routine and spot cleaning of the premises as may be required, including removal of mixed recycling rubbish (once a week) and general waste to allocated bins or other safe storage
- To assist the line manager in maintaining necessary stocks and supplies
- To assist in monitoring the work of contract cleaners and contractors in general and to report accordingly
- To clean / disinfect areas / equipment as needed during working day
- To collect post daily from the outside letterbox
- To receive and distribute deliveries to relevant people / department

2) Gardening and upkeep of the grounds

- To ensure of the general upkeep of the Community Centre grounds
- To clear the grounds of all rubbish, leaves, snow/ice from site. To obtain grit/salt as necessary and put down on pathways as required
- To ensure that all boundary areas / walls, entrances and exits are secure at all times
- To carry out routine gardening including pruning and planting periodically, as directed by the line manager and ensure that the flower beds and planters are watered and free of weeds as needed.

3) Service Users support

- To support all user groups of the Greenford Community Centre as required. This will include setting out and clearing away of tables, chairs and equipment as required for the letting, including any additional cleaning resulting from a letting and as directed by the manager in accordance with Health and Safety Guidelines
- To carry out porter duties including transfer of storage or distribution of goods delivered, movement of furniture and equipment within and between rooms

4) Health & Safety

- To carry out daily checks to ensure fire escape routes, fire exits, walkways and gangways are all kept clear at all times and ensure that the fire doors are functioning properly
- To carry out fire alarms testing on a weekly basis and report records in the logbook
- To carry out Fire Marshall duties and assist in carrying out 6-monthly fire drills which are to be recorded in the logbook
- To ensure that emergency lightings are tested monthly and reported in the logbook
- To carry out routine checks of equipment including weekly water flushing to prevent Legionella which are to be recorded in the logbook

- To keep a record of incidents that affect the safety and security of the building and report accordingly to the line manager and/or in his/her absence to the Chief Executive
- To check any fire hazards and turn off all non-essential electrical equipment at the end of each day
- To carry out monthly fire extinguishers visual checks (with particular attention being paid to the security tag and pressure gauge) and are to be recorded in the logbook
- To check that all doors and windows are locked at the end of each day
- To comply with Health & Safety Policies and Procedures at all times

5) Maintenance and Minor Repairs

- To undertake day to day minor repairs, including painting and decorating that may be required
- To change light bulbs and fluorescent tubes as required in accordance with Health and Safety guidelines
- To report any identified repair jobs to the line manager that are outside or beyond own skill set or expertise

6) Relief Caretaker and volunteers caretakers supervision

- To work with the line manager in inducting and supervising relief caretaker(s) and caretaker volunteers.

7) Other

- To drive the company's vehicle and be able to dispose of items at the Recycling Centre or run errands (such as food collection for the Day Centre) as and when required
- To carry out any other duties as by be reasonably requested by the line manager
- To work within Age UK Ealing's policies and procedures, and demonstrate a commitment to the values and ethos of the organisation
- To maintain the confidentiality of all groups using the Community Centre, and in all matters relating to the organisation
- To attend supervision as agreed with the line manager
- To keep up to date with developments and undertake training as appropriate to your role
- To ensure the efficient use of resources
- To promote and adhere to Age UK Ealing policies on Equal Opportunities and take reasonable care for personal health and safety
- To undertake any duties consistent with the objectives of the post

Person Specification

Specification	Essential	Desirable
Ability to communicate sensitively and tactfully with a range of people, including centre users, staff volunteers and contractors	✓	
Ability to carry out basic premises maintenance and repairs	✓	
To organise and prioritise tasks, respond to short deadlines when required and work on own initiative	✓	
To work as part of the wider staff team	✓	
Ability to supervise and work with volunteers	✓	
Understanding of equal opportunities within a community setting	✓	
Ability to undertake required training including First Aid, Manual Handling, Working at Height and Health and Safety	✓	
Ability to undertake any required training including First Aid and Manual Handling and Health and Safety	✓	
Ability to work flexibly, including evenings and weekends as this will be a requirement	✓	
Ability to use basic maintenance tools	✓	
Computer literate	✓	
Knowledge of building regulations and security	✓	
Knowledge of COSHH	✓	
Hold a valid and clean driving license	✓	

CEO Approved – June 25