

Volunteer Relief Caretaker

To assist the full-time caretaker with work at the Age UK Ealing's building at Greenford Community Centre.

Working with the Business Support Manager and the full-time caretaker to ensure the security and cleanliness of the site, taking appropriate action where required to ensure that there is always a responsible person in the building when it is in use. To liaise with the Business Support Manager to maintain the premises in a clean, safe, and secure condition for staff and users in the absence of the full-time caretaker.

What a Volunteer Assistant Caretaker does:

- Carry out the routine/non-routine opening, closing, and locking of the premises.
- To undertake any spot cleaning of the premises as may be required, including removal of rubbish to bins or other safe storage.
- Supporting any user groups 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.
- To carry out porter duties including transfer of storage or distribution of goods delivered, movement of furniture and equipment within and between rooms.
- To clear leaves, snow/ice from site.
- To grit/salt pathways when necessary.

Personal qualities most suited to this role:

- Ability to communicate sensitively and tactfully with a range of people, including centre users and contract staff.
- To organise and prioritise tasks, respond to short deadlines when required and work on own initiative.
- To work as part of a team
- Understanding of equal opportunities within a community setting.
- Ability to work flexibly, including sometimes evenings and weekends.

Desirable Requirements

- A methodical and orderly approach
- Patient, discreet and sensitive
- Good communicator and listener
- Understands the need for confidentiality.
- Reliable

Full training will be provided to all volunteers.

How much time is involved?

Days and times flexible as agreed with your manager.

You can stop volunteering at any time but please do let us know as soon as possible.

Expenses and Insurance:

We will cover agreed out-of-pocket expenses for volunteers (e.g., travel costs). We will also insure you for the time you are volunteering with us. **A DBS police check certificate will be required.** We can help you obtain a free but **compulsory DBS police Check.**

Responsible to:

Business Support Manager