



<b>Job Title</b>	<b>Caretaker</b>
<b>Reports to</b>	<b>Centre Manager</b>
<b>Department</b>	<b>Centre</b>
<b>Competency Level</b>	<b>C2</b>

### **Main purpose of job**

BS3 Community Development to support the operation of two busy multi-use buildings, which are utilised every day of the week in a variety of ways. The Caretaker role is key to ensuring that our facilities are available and fit for purpose at all times. The Caretaker provides a diverse range of maintenance services including both planned and reactive maintenance and repair tasks on a range of equipment used within our service delivery.

### **Key Responsibilities**

- Move and work around our buildings indoors and outdoors at all times of the year; walking, working at height / climbing ladders, lifting, sweeping, gardening, room set-up, working in small spaces / plant rooms and areas with restricted access.
- Undertake a daily walk around checking premises for wear and tear and inspecting cleanliness. Investigating, troubleshoot, locate and repair faults or escalate as required.
- Provide maintenance services to the buildings and grounds, fixtures and fittings, decoration as required.
- Provide equipment repair services to our teams within the nursery and those working in our buildings to fix small items and furniture including play equipment.
- Understand how the fire alarm works and carry out fire alarm tests as laid down in the inspection schedule.
- Be the principal key holder for our buildings and attend emergency call outs as necessary.
- Ensure all entry points, including gates, doors, windows and other security measures are working effectively and that any security issues are reported
- Respond to all requests received in an appropriate and professional manner.
- Liaise with reception staff to set up meeting rooms efficiently and with minimal disturbance to centre users and employees.
- Daily coordination of waste and recycling, in line with BS3's policies and procedures.
- Request quotes from contractors for works for approval by the Centre Manager. Arrange and oversee servicing of appliances in the café.
- Provide contractors with emergency procedure and 'house-keeping' information and be their primary point of contact.

- Assist with cleaning duties as and when required.
- Report Accidents and Incidents plus H&S issues to the Centre Manager and Senior Management Team, as required.
- Conduct regular H&S testing in line with and to meet the charity's statutory/legal obligations, e.g. fire safety drills, Legionella testing, equipment testing.
- Operate safely in line with the organisation's H&S policy and COSHH regulations and ensure that COSHH standards are met throughout the Centres.
- Ensure all safeguarding procedures are adhered to and any issues are reported in line with our Safeguarding policies.
- Organise all annual checks including pat testing, emergency lighting, alarm system, fire alarms, fire extinguishers, insurance inspections.
- Undergo First Aid and Fire Marshal training as required. Perform these duties as required.
- To carry out any other activity that may be reasonably requested by the Centre Manager, CEO or trustees.

### **Essential Requirements**

- Hold a valid driving license
- Have appropriate, independent means of transport

### **Key duties**

- Contribute ideas and actively participate to ensure an effective, positive and supportive working environment as well as a strong, community-owned, sustainable organisation.
- Act as an Ambassador for BS3 Community and conduct yourself, plus undertake all work, to a high professional, ethical and moral standard.
- Work within BS3 Community policies and procedures and uphold its ethos and core values.
- Some occasional weekend work is expected.
- To carry out any other activity that may be reasonably requested by the Centre Manager.
- The successful candidate will subject to a DBS check.