



Barking & Dagenham CVS

JOB DESCRIPTION

Job Title: Ripple Centre Weekend Relief Caretaker

Salary: £10.85 per hour

Hours: Zero hours contract

Reports to: Operations and Business Development Manager

MAIN PURPOSE OF THE POST:

- Ensuring that the Ripple Centre and its occupants and contents are kept safe and secure whilst the Centre is in use.
- Opening up the Ripple Centre and ensuring that the centre is closed and made secure when not in use.
- Preparing the hall and training rooms in the Ripple Centre as per clients instructions.
- Undertaking regular checks throughout the Ripple Centre, reporting defects and taking appropriate action where necessary.
- Undertaking cleaning and light maintenance of both external and internal areas of Ripple Centre.

Key tasks and responsibilities:

Ensuring that the Ripple Centre and its occupants and contents are kept safe and secure whilst the Centre is in use

- To prevent, as is safely to do so, unauthorised access to Ripple Centre and unauthorised parking of vehicles in the car park.
- Be on site and visible at all times to support clients hiring space at Ripple Centre with their needs and ensure that they are using the space in accordance with the terms and conditions as laid out when booking space at Ripple Centre.
- In the case of an emergency, ensure that Ripple Centre is vacated as quickly and as safely as possible following Barking & Dagenham CVS's Fire Evacuation Procedures.

Opening up Ripple Centre and ensure that the Centre is closed and made secure when not in use

- Open up Ripple Centre outside of office hours and at weekends.
- Ensuring that clients booking the hall and the training rooms at Ripple Centre , and those that they are accountable for, leave the premises promptly and orderly at the time specified when hiring the space.
- Once Ripple Centre is vacated by all residents and users, ensure that all lights are switched off, heating and cooling systems are turned off and that there is no one remaining in the building.
- Once Ripple Centre is vacated by all residents and users, ensuring that all doors and windows are closed, the alarm is set and the building is secure.

Prepaing the hall and training rooms in the Ripple Centre as per the clients' instructions

- Set up the hall and training rooms for events and activities as specified by clients hiring space at Ripple Centre.
- After clients have vacated the space they have hired, clear up the hall and training room by putting away tables and chairs, sweeping up where necessary and turning off the heating and lighting.

Undertaking regular checks throughout Ripple Centre, reporting defects and taking appropriate action where necessary

- In conjunction with the Operations and Business Development Manager, ensure that Barking & Dagenham CVS's health and safety policies, procedures and codes of practice are adhered to
- Assist the Operations and Business Development Manager in undertaking risk assessments throughout Ripple Centre
- Report items, repairs, maintenance work that is required and is beyond the competence of the caretaker to the Operations and Business Development Manager.
- Monitor contractors and other personnel working in Ripple Centre, ensuring that work is carried out according to specification and in compliance with Health and Safety policies and procedures.

Undertaking Cleaning and light maintenance of both external and internal areas of Ripple Centre

- Undertake cleaning duties in accordance with specifications as directed by the Operations and Business Development Manager.
- Clear paths and ensure that access to Ripple Centre and the car park are kept clear in all weathers as far as possible.
- Ensure that all hard areas and paths are free from litter and all drains and gullies are flowing and clean.
- Undertake minor or temporary maintenance work and repair to furniture and the building and report such instances to the Operations and Business Development Manager.

Equal Opportunities

- As part of its recruitment policy, Barking & Dagenham CVS intends to ensure that no prospective or actual employee is discriminated against on the basis of race, sex, nationality, marital status, sexual orientation, employment status, class, disability, age, religious belief or political persuasion, or is disadvantaged by any condition or requirement, which is not demonstrably justifiable.

Flexibility

- In order to deliver services effectively, a degree of flexibility is needed and the Caretaker may be required to perform work not specifically referred to above. Such duties will fall within the scope of the job, at the appropriate grade. The

job description will therefore be subject to periodic review with the post holder to ensure that it accurately reflects the duties of the job.

- Due to Ripple Centre's space being booked out at different times each week, there will not be set hours, therefore a more flexible approach will be needed by the Caretaker to ensure that there is a Caretaker on site at all times when needed.
- The Caretaker will be expected to work mainly weekends (4pm till late), but this will not be every week or every weekend; it will depend on what bookings Ripple Centre has.

Personal Effectiveness

- With the support of the Operations and Business Development Manager, the post holder will need to effectively manage her / his own workload. This will involve assessing priorities in order to be responsive to the demands of Ripple Centre clients, as well as proactively pursuing medium and long term aims.

Person Specification

It will be essential for the successful candidate to demonstrate:

- Have good literacy skills to complete forms and orders, write instructions, understand and follow Barking & Dagenham's Health and Safety policies.
- Have good numeracy skills to check goods, carry out stock control, undertake calculations and receive payments.
- Able to carry out procedures, routines and follow instructions.
- Able to operate cleaning equipment, light machinery and tools and undertake basic maintenance.
- Have minor maintenance skills (e.g plumbing, electrical, glazing, woodwork) to make furniture and Ripple Centre sfae.
- Undertake basic administrative systems (lettings, time sheets, extra hours, ordering, maintenance manuals).
- Can take initiative where necessary.
- Can solve straightforward problems and respond to unforeseen circumstances (e.g. hazards, spills, accidents)
- Experience of working as part of a team in an organisation.
- Excellent communication and interpersonal skills, including good persuasive and negotiation skills.
- An understanding of equality and diversity issues and a strong commitment to equal opportunities, both in terms of policy and practical application.
- Excellent organisational skills, and the ability to manage and prioritise a busy and diverse workload, working to timescales.
- A flexible approach to working methods and service delivery, and the ability to work evenings and weekends.

