

JOB DESCRIPTION

Job title:	Caretaker – Temporary for one year initially
Service:	Peterborough Charteris Centre
Salary:	Fixed point 11 £21,196
Hours:	10 hours per week
Location:	The Charteris Centre, Woodfield Park, Welland, Peterborough, PE1 4XE
Responsible to:	Business Manager

Summary of job:

We are looking for a Caretaker to work as directed by the Manager at our Charteris Centre in Normanton Road. They will carry out cleaning, minor repairs and maintenance. Cover out of hours emergency call outs to the centre – overtime paid for attendance. Seasonal grass cutting and general garden maintenance required as needed and a responsibility for fire alarm testing. They may occasionally need to be available to open and close the centre to facilitate groups.

Key tasks and responsibilities:

1. Be on call for site security
2. Maintain centre cleanliness
3. Carry out call point and fire safety checks as required and review current risk assessments
4. Control the use of resources, ensuring the safety and secure storage of all equipment and the management of cleaning products
5. Carry out minor repairs as required and directed by the centre manager
6. Regular grass cutting and general garden maintenance when required
7. Be available to open up and lock building when it is used for private hire. This may include some late nights (not after 11.00pm) and weekends
8. Be able to work independently and manage own time

9. Be able to evidence Family Action's values at all times, which underpin Family Action's mission of 'building stronger families' by:

Being **people** focused

Reflecting a '**can do**' approach

Striving for **excellence** in everything we do

Having **mutual respect** for everyone we work with, work for and support through our services

10. Implement Family Action's Equality & Diversity Policy and Ethical Policy in every aspect of your work and positively promote the principles of these policies amongst colleagues, service users and other members of the community.

11. Comply with Family Action's Health and Safety Policy, Data Protection Policy and to protect your own and others' health, safety and welfare.

12. Work flexibly as may be required by the needs of the service and carry out any other reasonable duties as required.

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Person Specification

1. Must be able to work flexibly within the hours specified
2. Should preferably have had some previous experience of caretaking/cleaning
3. Must be able to work as part of the Family Action team and on own initiative
4. Must be in good general health and physical fitness
5. Must be honest, trustworthy and hold keys to the building
6. Must respect confidentiality
7. Some awareness of Health and Safety legislation and COSHH regulations
8. Willing to undertake training as required
9. Good handy person skills
10. Ability to work outside of regular business hours and to be flexible to meet the needs of the service.
11. Ability to evidence Family Action's values at all times, which underpin Family Action's mission of 'building stronger families' by:
 - a) Being **people** focused
 - b) Reflecting a '**can do**' approach
 - c) Striving for **excellence** in everything we do
 - d) Having **mutual respect** for everyone we work with, work for and support through our services