



HORWICH TOWN COUNCIL

## CASUAL/COVER PART-TIME CARETAKER/CLEANER

### JOB DESCRIPTION

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#### HORWICH COMMUNITY CENTRE

Horwich Town Council has operational responsibility for Horwich Community Centre (HCC), Located in Horwich town centre and which provides a wide range of leisure, recreational and educational activities, social support and information to residents of all ages living in and around Horwich. HCC is self-financing, Horwich Town Council leases the building from Bolton Council and also provides financial support for staffing costs. The ethos of HCC is to provide and develop facilities to bring people in the local community together, to develop skills and interests, offer social and volunteering opportunities and to improve the overall quality of life for all ages.

#### JOB DETAILS

Rate of pay is £10.50 per hour. The Centre is open from 9.00am – 10.00pm Mon/Tue/Wed/Thurs, 9am – 12pm Fri, 9am – 4pm Sat and the post holder must be able to be flexible and provide cover for holidays and sickness when required, sometimes at short notice. There will be a requirement to attend a number of paid training shifts although there is no guarantee of regular hours

#### OVERVIEW OF THE JOB

The post involves caretaking and cleaning duties of the Horwich Community Centre site, to ensure its safe operation and upkeep. You would be expected to open up and close the building and have responsibility for the security of the building, keep external areas safe, clean and weed free, ensure that both inside and outside of the building are presentable, and it is kept well stocked. Conduct minor repairs, various regular cleaning duties, move tables and chairs, walk around the building to ensure it is safe and tidy and doing regular checks of high footfall areas such as toilets. Key holder duties as required. Being able to work as part of a team and on your own initiative is essential. Some awareness and knowledge of health and safety issues is required. A good service ethos is essential and a

'can do', pro-active, energetic attitude towards your work and users of HCC is a must. Ability to self-manage, attention to detail and ability to prioritise is also essential.

## REPORTING TO

The Centre Manager

## MAIN RESPONSIBILITIES OF THE JOB

- ensure all minor maintenance tasks are completed to property, fixtures, fittings and equipment
- setting up of rooms with furniture and other equipment for groups and clearing away afterwards
- up keep of external areas including courtyard and outside of building
- daily opening up and closing of building
- ensuring kitchen area and toilet areas are regularly replenished and kept clean and tidy
- ensure all communal areas are kept clean and tidy
- receiving and movement of supplies, deliveries etc., liaising with outside contractors when required
- ensure all furniture, fittings and equipment are in full compliance with standards of safety and comfort to ensure safety of Centre users and other staff
- ensure heating and lighting systems are working effectively including monitoring and setting of heat controls
- maintain safe conditions and safe working practices inside and outside the building
- adhere to statutory health and safety procedure and policies
- ensure all fire signage and equipment is legally compliant and monitored and recorded as per legislation, ensuring clear passages are maintained on fire escape routes
- do regular fire alarm testing on a rotated schedule
- liaise with Centre Manager re organised fire drills, fire marshalling duties when required with a willingness to undergo relevant training
- liaise with other caretaking staff to maintain adequate stock levels of all supplies
- cleaning of the inside and outside of the building, including all rooms, Town Council office, toilets, kitchen, interior windows and blinds, external windows on a daily and weekly basis with occasional deep cleaning when necessary
- deal with all customers (Centre users, members of the public) with courtesy and promptness at all times
- provide refreshments to groups using the Centre, with some cash handling
- monitor food bank donations and contact Urban Outreach when collection is required
- any other duties required by the Centre Manager

## PERSON SPECIFICATION

- a strong service ethos is essential
- a reasonable level of fitness as the job involves some manual handling
- must be able to demonstrate a reasonable level of flexibility to provide cover for staff holidays and/or sickness when necessary, sometimes at short notice
- a 'make it happen', pro-active, positive, energetic attitude towards your work and other people is a must
- a good self-manager
- strong attention to detail
- an ability to prioritise is essential
- a strong team player
- to be able to deal with diverse members of the public, some knowledge of older and vulnerable people would be an advantage
- a practical approach to issues and challenges
- a desire to make a difference every day