



Denmead Community Association

Registered Charity Number 275728

Denmead Community Centre, School Lane, Denmead, Hampshire, PO7 6LU

Manager: Mr R Bainbridge MBE

Telephone: 023 9225 6132

Email: manager@dca.com

JOB DESCRIPTION

Job title: **CARETAKER/MAINTENANCE – part-time, 15 hours per week @ £8.50/hr**

1. Overview

- 1.1 To keep Denmead Community Centre (DCA) and its grounds well maintained, neat, clean and decorated, working with the Cleaner and liaising with the Manager and Management Committee.
- 1.2 To work with the Manager to devise and implement a rolling programme of maintenance, redecoration and sundry improvements/alterations that meet the needs of our customers and the objectives of the DCA Business Plan.
- 1.3 To be proactive in giving technical advice and offering suggestions on any aspect of the maintenance and future development of the buildings and grounds.

2. Work Requirement

- 2.1 The Caretaker will be responsible to the Denmead Community Association (DCA) via the DCA Manager for the following activities :
- 2.2 Perform duties, applicable to the hours worked, reasonably assigned or requested by the DCA Manager, regarding the day-to-day running of the DCA.
- 2.3 Ensure that the Community Centre and grounds are kept safe, clean and ready for use by Hirers. This includes mopping and re-polishing floors, cleaning internal windows, ensuring that tables and chairs are easily accessible by the Centre's Hirers, checking of equipment and services, etc.
- 2.4 Liaise with the Manager on a daily basis to remain informed of all events taking place in the Community Centre, in order that caretaking duties do not clash with usage of the premises. Daily tasks will be prioritised by the Manager taking into account all hirings and events, both regular and casual.
- 2.5 Check the buildings, fixtures and fittings, furniture and grounds for litter, damage, etc. and carry out repairs as required, reporting to the Manager in instances where a contractor is required, or funding required for work to be undertaken.
- 2.6 Maintain and keep up-to-date a maintenance and repairs record book.

- 2.7 Liaise with the Cleaner to monitor and replenish all janitorial supplies as required, via the Manager.
- 2.8 To deal with any other matter which would facilitate the smooth running of the Centre, or as may be reasonably required by the Manager or Management Committee.

3. Accountability

- 3.1 The DCA Caretaker is accountable to the Denmead Management Committee, through the DCA Manager.

4. Hours of Work

- 4.1 The DCA Caretaker is required to work 15 hours over a week period (Monday to Friday) to cover the day to day duties and responsibilities set out in this Job Description.
- 4.2 The 15 hours are to include attendance everyday between 07.30 and 16.30 for a minimum of 1 hour and an average of 3 hours per day, depending on hirings and events and as instructed by the Manager.
- 4.3 Due to the nature of the activities of the DCA, a requirement to cover weekend events, for duties as assigned by the DCA Manager, will be necessary. When this occurs, the weekend hours worked may be taken off the weekly hours worked (by agreement with the DCA Manager) following the weekend when the work took place.
- 4.4 The maximum time spent on weekend work is not to exceed 5 hours.
- 4.5 No more than 5 hours are to be “traded off” against weekend work in any one working week (Monday to Friday).
- 4.6 All members of staff are required to keep a daily time sheet, which should include any weekend work.
- 4.7 Completed time sheets must be handed to the DCA Manager, for endorsement, before leaving work at the end of the week.

5. Qualifications/Skills

- 5.1 No formal academic qualifications are required for the post of DCA Caretaker.
- 5.2 A reasonable level of physical fitness is required and ideal practical skills include:
- good DIY skills with the experience to carry out minor repairs / basic maintenance.
- 5.3 The nature of the duties will require flexible working at times – for example, painting or re-polishing floors have to be done when the Community Centre is empty, or when a room is unused. The Caretaker must be prepared to be flexible but a Time Off In Lieu policy is applied.
- 5.4 The Caretaker must possess good interpersonal skills as they will come into frequent contact with members of the public. It is very important that customers are made to feel welcome and at ease when using their Community Centre so an employee must be polite, friendly and helpful at all times.

- 5.5 An essential requirement for the position of Caretaker at the DCA is a current, clean driving licence as they have to make occasional trips on Community Centre business, eg to the local Waste Management Centre.
- 5.6 The Caretaker must be prepared to be DBS checked as the work will involve contact with children and vulnerable people.
- 5.7 Each year the Caretaker will have an annual Appraisal, to be carried out by the line Manager.
- 5.8 From time to time, the Caretaker may be required to undergo training to update his/her knowledge and/or specialist skills, eg Health and Safety.

6. Payment

- 6.1 The wages for the DCA Caretaker will be **£8.50/hr**, paid monthly, one month in arrears.

7. Holidays and Holiday Pay

- 7.1 The holiday period runs from 1st January to 31st December.
- 7.2 Holiday entitlement for the position of DCA Caretaker is 20 working days (60 hours) per year and will be paid at the standard rate for the position.
- 7.3 No more than 60 hours (20 working days) can be accrued or taken in a year period.
- 7.4 Holidays may not be carried over from a previous year.
- 7.5 Holiday leave may be taken only with prior permission of the DCA Manager or DCA Management Committee.
- 7.6 Any holiday period of 10 or more consecutive days must be authorised by the DCA Manager or DCA Management Committee, in advance of it being booked.