

## **VICTORIA CENTRE**

### **JOB DESCRIPTION**

**POSITION:** CARETAKER or in absence Finance & Administration Officers

**REPORTING TO:** CENTRE MANAGER

**HOURS:** 27 hours per week. Includes unsocial & weekend working

**SALARY:** £19240 FTE (actual salary £14,040)

#### **DUTIES**

1. Preparing rooms for hiring including tidying before and after use, facilitating hirers & supporting them with practical IT matters as requested or required.
2. Ensuring full compliance with Health & Safety at Work standards & in particular full compliance with COVID19 regulations as they relate to the use of building.
3. Attending to physical maintenance needs of the Victoria Centre building as required and in co-operation with the Centre Manager.
4. Having keyholder & security responsibilities for opening & closing the Centre.
5. Working with colleagues in promoting volunteering at the Centre.
6. Liaising closely with cleaner(s) and all other colleagues and stakeholders as required.
7. Promoting equality and diversity and sustainability in all actions.
8. Carrying out essential cleaning duties in the absence of cleaning staff.
9. Any other duties as may reasonably be required.

#### **MAIN PERFORMANCE CRITERIA**

1. Satisfactorily carrying out practical work of looking after the Centre and its users as required,
2. Supporting new hirers/users and ensuring their needs are being met as required.
3. Satisfactory upholding of Health & Safety regulations.
4. Displaying flexibility, reliability & full co-operation in relation to staff, volunteers, management & all service users.
5. Applying a clear understanding of equality opportunity,

## **KEY QUALITIES AND SKILLS**

1. Background in cleaning &/or premises maintenance – minimum 2 years equivalent
2. Practical skills in basic premises maintenance
3. Experience of building security responsibility
4. Good communication skills
5. Flexibility in availability and approach towards tasks required.
6. Able to get on well with all sections of society & in particular people from BAME communities & under- privileged groups.
7. Proven understanding of essential Health & Safety related regulations & requirements.