

JOB DESCRIPTION

Job Title:	Facilities Supervisor/Caretaker/Maintenance
Responsible to:	The General Manager
Salary:	£9 per hour
Pension:	TBC
Hours of work:	20 hours per week (flexible over 7 days incl. day, evening and weekend work)
Annual leave:	4 weeks (excludes bank holidays)
Probation period:	3 months
Notice Period	2 weeks

Job Purpose: To assist the Manager in the smooth, effective & efficient running of Ashington Life Centre and all associated services. To actively promote the interests of the Centre at all times. To provide for the efficient cleaning, maintenance, safety and security of the Centre and premises at all times.

Primary Duties & responsibilities:

1. To assist the Manager in the supervision and day to day management & security of the Ashington Life Centre Facilities & Functions.
2. To be responsible for the Early Morning Opening/Late Closing Procedure of the Centre when required.
3. To be responsible for the security of the premises ensuring that windows are closed & doors are locked at the end of the day. During the day rooms may also need to remain locked if not in use. Correct alarm procedure must be adhered to at all times.
4. General cleaning and maintenance of the Centre as required including window cleaning, painting, exterior yard areas etc. Be aware of Health & Safety and COSHH regulations
5. Ensuring that Health & Safety issues and licensing requirements are strictly adhered to.
6. Operation of all emergency procedures & building maintenance i.e. fire alarm, emergency lighting & heating system. Test fire alarms at specified intervals, and maintain a log of outcomes.
7. Take appropriate action to prevent trespass on the Centre grounds, and record incidents of trespass or vandalism.
8. Inspect all drains and gullies to ensure that they are free-flowing and clean, and that any defects are reported;
9. Preparation and dismantling of various functions from small meetings to large dinner/dances, parties & conferences which could involve up to 70 chairs. The post requires a lot of manual handling which will involve lifting/moving/setting up/packing away of furniture e.g. round banqueting tables, 5ft x 3ft rectangular tables, 5ft circular tables, etc.
10. To inspect the interior & exterior of the building for general cleanliness on a daily basis. A weekly check must also be conducted for any defects & malfunctioning equipment. Make good any defects where appropriate or report to the Manager as soon as possible so that repairs can be arranged.
11. To attend training courses & complete all the appropriate Health & Safety requirements for the role.
12. To help set up, operate and maintain the stage equipment (as required), stage lighting, public address & microphone system for functions as required.
13. To deal with any other matter which would facilitate the smooth running of the Centre, or as may reasonably be required by the Manager or the Trustees.

Person Specification: Facilities Supervisor/Caretaker/Maintenance

	<ul style="list-style-type: none"> Essential 	<ul style="list-style-type: none"> Desirable
<ul style="list-style-type: none"> Qualifications 	None required	None required
<ul style="list-style-type: none"> Experience 	Cleaning work. General Maintenance Site security	In addition, the Caretaker might have experience of: directing the work of others as a manager; working within an community environment. Security/safety procedures
<ul style="list-style-type: none"> Knowledge and understanding 	The Caretaker should have knowledge and understanding of: the varied roles of all staff in Ashington Life Centre efficiently liaising and working with management to provide desired outcomes the basic principles of site management; the importance of Health & Safety; techniques for the repair of damaged or defective equipment or resources.	In addition, the Caretaker might also have knowledge and understanding of: Specific premises issues: security, Health & Safety, heating systems, building construction, COSHH regulations.