



## **Pinwherry and Pinmore Community Trust | Self-Employed Caretaker Job Description | February 2024**

### **Job Summary:**

Position: Caretaker (self-employed)  
Rate of Pay: £13.00 per hour  
Location: The Auld School Community Centre, Main Street, Pinwherry  
Hours: 16 per week (flexible)  
Report to: Pinwherry and Pinmore Community Development Trust trustees

Pinwherry and Pinmore Community Development Trust is seeking a self-employed Caretaker to manage The Auld School Community Centre; our new community-owned facility in Pinwherry. This opportunity is for an initial two-year period, with the possibility for extension after this. Training will be provided as appropriate, e.g. COSHH.

### **Responsibilities:**

#### 1. Setting Up of the Hall and Supervision

- a) Prepare and set up the rooms in the hall in advance of bookings.
- b) To tidy and remove furniture and equipment after use.
- c) Monitor the activities in the hall and ensure the hirers comply with the Centre's Conditions of Hire and other statutory requirements.
- d) To open and close the Centre at the appropriate times for bookings and to secure the premises when not in use.
- e) To retain custody of the keys to the building, being one of the key holders.

#### 2. Management Systems

- a) Manage and adjust systems and services in the hall as and when required, to include regulating the heating system, operating and testing the fire alarm system.
- b) Recording on a monthly basis gas and electricity meter readings and advising the Treasurer of readings.
- c) Support the Trustees to manage Centre bookings, including acting as a point of contact for bookings as appropriate, ensuring the Centre's Conditions of Hire paperwork is completed prior to the commencement of all bookings.

#### 3. Maintenance and Safety:

- a) Understand and implement fire safety regulations, Health and Safety Regulations, COSHH, emergency procedures and the rules for evacuating the building.
- b) To ensure that the Trustees are promptly informed of any new maintenance issues, defects of furniture, fittings and equipment.

- c) Ensure that all lights and heating are working effectively, changing light bulbs/strip lighting and occasionally working at height.
- d) Keep paths and entrances free of ice and snow to ensure the safety of Centre users. Regular inspection and clearing of outside drains.
- e) Be a point of contact in an emergency, responding to, and resetting of, the Hall's alarm, liaising with the police and alarm company out of hours as needed.
- f) Carry out required risk assessments for approval by Trustees and keep the Trustees informed of their legal responsibilities in this regard.
- g) Carry out a schedule of planned maintenance.
- h) Undertake minor repairs and notify the Trustees when a professional tradesperson is required to undertake work.
- i) Carry out regular checks to ensure CCTV is working correctly.
- j) Undertake regular fire safety checks and report to Trustees accordingly.

**Conditions of Service:**

Due to the nature of the role, it is essential that the Caretaker is flexible in their working hours and is able to work weekends and evenings as required. You may be occasionally called out at unsociable hours or at weekends to deal with security issues, make emergency repairs or allow access to any contractor who may be working at the Hall. The Caretaker must:

- Be able and willing to drive and have access to a vehicle or live within walking distance of the Auld School.
- Have sufficient insurance in place.
- Provide their own basic equipment.

The incumbent may nominate a substitute, with the consent of the Trustees, to perform in their place, should they be unavailable.

The Caretaker may be required to provide cover for some aspects of the Cleaner's role.

**Person Specification:**

Attributes	Essential	Desirable
Interpersonal Skills	<ul style="list-style-type: none"> <li>• Friendly, approachable</li> <li>• "Can-do" attitude.</li> <li>• Able to work independently.</li> <li>• Flexible to varying working hours and duties</li> <li>• Reliable and trustworthy</li> <li>• Able to deal with difficult situations / potential conflict</li> </ul>	
Education or Qualifications		<ul style="list-style-type: none"> <li>• Qualifications in first aid, manual handling, COSHH</li> </ul>
Skills and Experience	<ul style="list-style-type: none"> <li>• Good attention to detail</li> <li>• Good general repair skills</li> <li>• Excellent time keeping skills</li> <li>• Ability to work under own initiative and without supervision</li> </ul>	<ul style="list-style-type: none"> <li>• Previous facilities management experience</li> <li>• Experience of operating hall management systems</li> <li>• Basic understanding of electrical and plumbing systems</li> </ul>

Other	<ul style="list-style-type: none"><li>• A good level of physical fitness for moving furniture/equipment</li><li>• Able to work evenings and weekends as required</li><li>• Contactable for hall bookings and/or issues/instances at the hall</li></ul>	
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