JOB DESCRIPTION	
Job Title	Caretaker
Reports to	Family Centre Coordinator
Portfolio	
Location	Early Years Family Centres

Job Purpose

To provide an efficient, effective, and reliable caretaking service for the Family Centres in accordance with health and safety instructions. To ensure the centre is available for use by families in the day and secure and safe by night.

Principal Accountabilities

1. Ensure the Centre is ready and safe for use with all checks in place at the start and end of each day.
2. Unlock and lock the centre each working day in line with opening requirements including occasional out of hours bookings. Be a designated keyholder for the Centre and respond to emergency call in line with call out procedures.
3. Effectively complete the required daily, weekly and monthly manual checks for the Centre in line with Service standards to ensure Centres are safe and ready for use by staff and the public e.g. legionella checks.
4. Ensure outdoor areas are safe and free of hazards on a daily basis including in adverse weather conditions and report any issues to the Family Centre Coordinator.
5. Maintain the exterior and interior general upkeep of the centre including basic repairs and maintenance.
6. Meet contractors out of office hours to instruct and assist with access in cases of urgent repair needs.
7. Contact FCC Property Services with any operational emergency issues arising whilst on duty.
8. Use provided cleaning chemicals and materials in accordance with COSHH and other relevant health and safety procedures
9. Manage the recycling / waste process ensuring all waste is appropriately placed for collection.
10. Comply with all procedures and instructions relating to centre security and confidentiality.
11. Ensure sanitary facilities are resourced and functioning.
12. Comply with all caretaking and cleaning related procedures of the Centre including the correct usage of cleaning chemicals in accordance with health and safety and COSHH regulations wearing PPE at all times.
13. Work with colleagues and cover any absences to maintain the cleanliness of the Centre.

Supervision/Management of People

None

Employment Checks/Specific Requirement i.e. DBS

DBS

Special Working Conditions

Working in enclosed spaces. manual handling of cleaning equipment and furniture. Working with cleaning materials.

Person Specification		
The person specification sets out the skill, knowledge and experience that are considered to be necessary to perform the role and will be used in short-listing both at application and interview stage. It is therefore important that you demonstrate on your application how you meet all of the essential requirements.		
Academic/ Professional Qualification	**Essential / Desirable**	**How this will be assessed?**
3 GCSE's including English and Maths	Desirable	Application/interview
Have or be working towards a recognised qualification in Facilities Management e.g. NVQ Level 3	Desirable	Application/interview
Knowledge, Experience and Skills		
Able to work under direction, as part of a team	Essential	Application/interview
Use chemicals and operate cleaning machinery after training	Essential	Application/interview
Good communication skills	Essential	Application/interview
Thoroughness and ability to work to pre-set timescales	Desirable	Application/interview
Basic DIY	Desirable	Application/interview
Previous practical experience in caretaking / cleaning / maintenance is desirable but training will be provided	Desirable	Application/interview