



Bridges Centre – Monmouth Job Description – Casual Caretaker

Job Purpose:

Bridges Centre is a multipurpose building hosting events, functions and services. Due to increased activity, we require a casual caretaker for our centre to help with general day to day caretaking duties, preparing rooms for meetings and events, general maintenance and the opening/closing of the building and associated security.

Salary: NMW depending on Wage Banding

Hours: Casual Worker Agreement

You will work flexibly on an "as required" basis and this may include daytime hours, evening or weekends. There may be a requirement to occasionally work after midnight for some functions. The Facilities Manager will contact you from time to time to offer work as needed. We will aim to give you as much advance notice as is possible to ensure your availability.

DBS: Standard - paid for by Bridges Centre

Reporting to: Facilities Manager

Main Duties:

- Out of office hours opening and closing of the centre at arranged times as appropriate, including general security of the building.
- Familiarisation with security and fire alarms, heating and water systems, and emergency evacuation procedures.
- Preparation of the building and rooms for the regular activities and one off events, including the setting up and dismantling electrical and IT equipment.
- Dealing with customers with courtesy and politeness and with a positive attitude, seek to accommodate customer requirements where appropriate.
- Ensure all communal areas are clean and tidy and carry out specific cleaning duties as directed, in particular after evening functions and events.
- Ensuring wash areas and toilets are maintained and in a clean condition, supplied with toilet paper, soap etc.
- General upkeep of internal and external areas around the building and premises.
- Ensure that all refuse/recycling is disposed of promptly and stored away from the main buildings, and prepare for collection.
- General portage duties and moving of furniture, chairs, awkward and heavy items.
- Carry out periodic minor maintenance and decoration duties as directed (including working at height, basic plumbing and painting).
- Noting, monitoring and reporting any defects of building, furniture, fittings and equipment to the Lead Caretaker & Maintenance Manager.
- Seeking to maintain safe conditions and safe working practises within the Centre.

Due to the legal requirements of this role, we will require individuals to be at least 18 years old on application.

Essential Skills/Qualities Required:

People skills:

- Ability to communicate sensitively and tactfully with a range of people, including centre users and staff.
- Attention to detail with a pride in your work
- Good communication skills

Teamwork:

- The ability to work closely with other staff members during a shift.
- "Can do" attitude, with a willingness to get involved
- Be a self-motivated and an independent worker, but also a team player who is solution focused.

Organisation skills:

- Being able to multi-task and juggle competing priorities throughout a shift
- Good time management skills with a focus on punctuality
- Written and numeracy skills – desirable, but not essential

Qualifications/Training Required:

- No specific qualifications required, but if you have decorating skills or handyman skills and have had a caretaking role of a building in the past this would be an advantage.
- Ability to undertake any required training including first aid and manual handling, working at height, and Health and Safety.

Other Duties:

- To act as an ambassador for Bridges raising awareness of its charitable aims and objectives and enhancing its reputation through exemplary behaviour, conduct and team working.
- To attend meetings and training as required.
- Take all reasonable measures to follow all Health and Safety policies, procedures, and appropriate legislation as applicable, including personal accountability for the safety of self and others at all times.
- In addition to the duties and responsibilities listed, the post holder is required to perform any other reasonable duties that may be assigned by the Manager in addition to those shown above.

Other Requirements:

- A right to work check and a DBS (Cost covered by Bridges) may be required prior to starting within the role.

The Application Process:

If you would like to apply for this post, please complete the 'application form' on Bridges Centre's website.

Please send your completed application by email to amy.mcdougall@bridgescentre.org.uk or by post to:

Amy McDougall (HR Support Officer)

Bridges Centre, Drybridge House, Wonastow Road, Monmouth, NP25 5AS

The closing date for all applications (by post or email) is 1pm on Monday 26th August 2024.

If you are not contacted for interview by 8th September 2024, please assume that you have unfortunately not been short-listed.

Please note; it is not our charity policy to provide feedback to candidates who have not been shortlisted for interview.