



# The Broomhouse Centre

## **JOB DESCRIPTION**

Job Title	Part time Caretaker/Handyman/Gardener
Responsible to:	Centre Manager
Salary:	£7.85 per hour
Hours:	Monday -Thursday 6.30pm-9pm (10 hrs per week)

## **Duties**

### **Security of the building**

- Ensure all windows are closed and locked, power down all shutters and switch off power, lights out in all rooms and doors locked with keys returned to general office.
- Switch off water heater, dishwasher, extractor fan and photocopier. All fire doors closed and finally set alarms, lock office, switch off lights on the way out locking side door and closing shutter with the Zapper.

### **General duties**

- Set up rooms for the following day as requested in the office diary.
- Assist staff & volunteers with regards to accessing cupboards, rooms and moving of furniture and setting up of equipment.
- To carry out handyman chores identified by the Centre Manager.
- Answer office phones and take messages.
- Load up dishwasher at the end of the night/wipe down worktops.
- Brush round the outside of the building
- Security of the building is the caretaker's responsibility therefore required to address any disturbance issues in or outside of the building.
- Be aware of health & safety issues on your watch and raise awareness to staff, volunteers, visitors, young people etc.
- Be aware of lone working procedures.
- Pick up rubbish in gardens and paths.
- Cut grass when required and generally maintain.
- Recycle cardboard, paper etc into appropriate bins. Empty if required.
- Ensure recycling/rubbish/garden waste bins are out the evening prior to collection.
- Any other duty deemed appropriate.
- You will receive regular support and supervision from the Centre Manager.