**Job Description** Caretaker

**Responsible to:** The Centre Manager

**Location:** Clyst Works, Clyst Road

**Job Purpose:** To carry out maintenance, security and maintain cleanliness of the site

**Main Responsibilities:**

* Ensuring security of the buildings and grounds through locking and unlocking, checking all windows and doors
* Ensuring the maintenance of all buildings, grounds, and utilities and ensuring that any repairs are properly and promptly carried out
* Responsible for following the correct admin procedure to maintain stock levels/order cleaning supplies to include but not limited to milk, coffee/tea/sugar etc
* Make sure all areas and toilets are clean, reporting any cleaning issues to the Centre Manager
* General cleaning in and around the centre including kitchen, halls, floors, classrooms, office space and communal areas as required
* Pick and sweep up litter around external boundaries of the centre
* Ensure car park is free of any rubbish
* Ensuring Health and Safety Regulations are observed and met at all times

**Key Skills:**

* Ability to understand Health and Safety and ability to ensure that regulations are followed (COSHH)
* Ability to monitor the cleaning in and around the centre
* Ability to report any damage or breakages to the Centre Manager
* Ability to communicate appropriately with people at all levels
* Experience of working unsupervised and be able to identify tasks that need doing, working proactively

This job description does not represent a finite list of duties and you may be called upon to undertake further duties or additional duties not already mentioned but in accordance with your post as Caretaker. This job description does not represent a Contract of Employment**.**