

Job Description and Person Specification

Caretaker/Cleaner

Reporting to: Facilities Manager/Director

Salary: £13.15 per hour

Hours: Evenings and weekends – times to be agreed

Job Summary

Saint Pancras Community Association is a charity delivering high quality services for Camden residents, especially the lively and diverse community of the St Pancras and Somers Town ward.

We are looking for a reliable and energetic Caretaker/Cleaner to join our part-time caretaking team. The Caretaker/Cleaner provides a staff presence in the Community Centre during the evenings and at the weekend, so that people feel welcome and safe, and the building is secure. They provide cleaning to a high standard and set out rooms, so that community activities can be run on site. They will also support maintenance work with basic DIY tasks.

Main Duties and Responsibilities:

Ensure that the building and grounds are clean to a high standard

- Use the caretakers checklists to ensure all tasks are completed on a daily, weekly and monthly basis.
- Almost every working shift will include setting up outdoor sports facilities, and tasks such as mopping floors, emptying bins, removing stains and hoovering.
- Additional tasks such as floor polishing and window cleaning will also be required on a regular basis.

Ensure that the premises are safe at all time

- This will include duties such as making sure that there are no trip hazards or sharp edges that people can hurt themselves on, wet floors are dry before the public need to walk on them, making sure that chemicals such as bleach are securely stored and cannot be accessed by children or others, and proper hygiene rules are applied at all times.
- It will also include being prepared to lead fire drills and provide basic first aid cover. Training for this will be provided by St. Pancras Community Association.

Make people feel comfortable and at ease

- This includes answering the door and greeting people warmly, occasionally taking phone calls, answering basic questions such as what the opening hours are or how people can get more information.
- It includes making sure that facilities are set up in advance, e.g. posts may need to be put out in readiness for netball sessions and rooms will often need to be arranged with a specified number of chairs or tables.
- Some community centre users may be vulnerable such as the very young or very elderly, so helping them to use the stairs and making sure that they are safe is an important part of making them feel comfortable.

All employees are expected to be flexible

- Caretaker-cleaners will occasionally be expected to perform duties outside their normal role, such as DIY tasks, update community centre users about new regulations, and helping out at community events.

Workplace

- The postholder will be based in St Pancras Community Centre in Plender Street. This is a modern and purpose-built site at NW1 0LB. Its grounds include the main community centre building, an outdoor play and garden space and shared access to a school playground which is used for evening and weekend sports activities.

Work Times

- Working times will be negotiated with the full caretaking team which will be employed collectively for 50+ hours a week. Within this time, they need to cover weekends including Saturdays and Sundays from 9.00 am and sometimes well into the evening, as well as weekday evenings from about 5.00pm onwards. They will be expected to finish half an hour after the last booking finishes, unless there are specific occasions where there is a later event which will need more time to clean up.

Person Specification

- **Experience of cleaning.** You need to know about how to clean different surfaces and use different cleaning materials and equipment in a large building.
- **Physical fitness.** You don't have to be an athlete, but you do need to be able to regularly move equipment such as vacuum cleaners and netball posts and to cope with stairs on a regular basis.
- **Basic DIY skills.** To carry out day-to-day maintenance and minor repairs.
- **Good people skills.** You need to be able to work with people with disabilities, from different races and different age groups.
- **Communication skills.** Good spoken English is essential. Good written English is not essential for the Caretaker-Cleaner, but it would be useful.
- **Flexibility.** You will need to adapt to changing circumstances e.g to work different shift patterns to cover for colleagues' holidays or sick leave, or to attend monthly team meetings.
- **Availability.** Between them, the Caretaker-Cleaners must cover about 50+ hours per week, mostly at weekends and on weekday evenings after 5.30pm.
- **Qualifications.** The caretaker-cleaner must be willing to be trained in relevant topics. Relevant topics might include first aid, fire marshalling, COSHH (handling hazardous substances), and safe lifting techniques. If you're already trained, it will support your application.
- **Administrative Skills.** You won't need any fancy computer skills but it will help if you can identify what cleaning materials need ordering, send and receive e-mails and keep records accurately.
- **Disclosure and Barring Check (DBS – Police Check).** This post holder will be required to undertake a DBS check, which will ensure that she or he is not a threat to children or other vulnerable people and she or he can be trusted with keys.

25 days holiday + bank holidays – all pro rata.

Pension Scheme