

Downing Place URC

Job Description for Assistant Caretaker

Job summary:

Accountable to the Facilities Officer/Caretaker, to provide out of hours cover for aspects of her job.

Normal hours of work:

10-12 hours per week, flexible, but mainly in the evenings, Monday to Saturday

Terms and conditions:

Casual worker agreement. Pay £12 per hour plus holiday entitlement.

Job Roles:

Once the building is no longer in use in the evenings (usually 10.30pm) to ensure it is empty, secure, all lights switched off and gates locked.

Setting out chairs and tables for meetings and events to be held on the following day, as required.

Periodically power washing the paved area of the garden and the courtyard.

Periodically cleaning the downstairs windows, inside and out, in the Hub, Gibson Hall and front windows in Church.

Weeding of garden as required.

Cleaning down the garden furniture as required.

Taking monthly meter readings until smart meters are installed.

Monthly fire alarm testing.

Daily checking that toilet rolls, soap dispensers and paper towels are topped in all the toilets.

Give assistance to staff in moving piano on and off apse via lift.

Opening/closing moveable walls as required.

Keeping water machine fully stocked.

Cleaning and restocking drinks vending machine.

Cleaning out all four fridges.

Monthly check of all first aid kits to ensure they are stocked.

Wash communion glasses