

The Bircham Centre: Job Description

Post: Caretaker

Responsible to: The Centre Manager

Hours: 4 per week on Monday mornings. Possible additional hours

Salary: £12.50 per hour

Job Purpose:

To assist the Centre Manager in the running of the Centre by ensuring that the building is a safe and well-presented venue for users and visitors.

Job Details:

- To carry out weekly checks of the building and report findings.
- To undertake DIY jobs including fixing, mending and painting.
- To move shop stock and furniture around the building and garden.
- To lock and unlock the Centre as required.
- To ensure that the refuse is managed, and the bins are put out on the correct days.

Health and Safety:

- To carry out weekly Health and Safety checks of the building. Training will be provided
- To carry out weekly fire alarm checks and ensure all extinguishers are checked as required.
- To check all lighting is functioning and clean.
- To check doors close and function correctly as fire doors.
- To check electronic door catches are working correctly and batteries are live.
- To check floor surfaces are safe with no trip hazards.
- To check that all signs are in place and appropriately displayed.

General

- To carry out any other tasks appropriate to the post.

This job description will be reviewed annually.

Please apply by CV and covering letter by 24th May 2024 to the Centre Manager, The Bircham Centre, Market Place, Reepham, NR10 4JJ