

Sunshine Children's Centre Charity

Safeguarding Families from Watford & Surrounding Areas

Caretaker Job Description

Jobcentre Ref: WTF32914
Job Title: Caretaker
Managed by: Chief Executive Officer
Responsible for: Supporting activities at Sunshine Children's Centre Charity by caring, maintaining and cleaning the building.
Hours: 10 hours per week (Mon to Fri) 4-6pm
Salary: £6.20 per hour
Term: 1 year fixed term, year round.

Purpose of the post

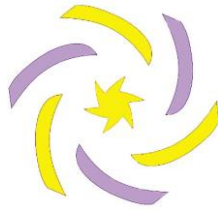
Sunshine Children's Centre Charity provides two key areas of service delivery: Sunshine Nursery & Daycare and Adult Education classes. We are open to the public 50 weeks a year, closing at the end of the year for 2 weeks when holiday entitlement must be taken. We support families in Watford and the surrounding area, particularly among diverse cultural, ethnic and disadvantaged groups as we work to meet the objectives of specific projects. The post holder will work with other staff and volunteers at the charity Head Office at 83 Market Street, Watford WD18 0PT. Ensuring that the building and facilities meet with statutory duties and follow developing procedures and policies of the charity.

Safeguarding children and vulnerable adults is part of ensuring that the building is maintained and secure. This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Criminal Records Bureau as part of Hertfordshire County Council's pre-employment checks.

Closing Date: 29th February 2012

Interview date: 7th March 2012

Sunshine Children's Centre Charity
Chief Executive Officer: Andrew Waite
83 Market Street, Watford
Hertfordshire WD18 0PT
Tel: 01923 330763
Charity Registration Number – 1126230
Email: ceo@sunshinecharity.com



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Main Responsibilities for: "Caretaker"

Includes cleaning responsibilities for 1st & 2nd floors, working with a second cleaner who is responsible for the ground & basement. The Caretaker has overall responsibility for the whole building and grounds and reports directly to the Chief Executive Officer.

- Empty shredder
- Vacuum stairs & landing
- Vacuum 1st floor classroom
- Vacuum corridors
- Wipe door handles
- Clean 1st floor toilet & floor
- Wash kitchen floor
- Empty bin bags
- Empty kitchen bins
- Wipe desks
- Refill toilet rolls
- Wipe down stair treads
- Sweep outside (front)
- Sweep outside (side)
- Sweep outside (play garden & footpaths – possible bird mess)
- Wheely Bins tidy (away from footpaths)
- Wipe radiators wipe skirting boards
- Vacuum offices
- salt dishwasher
- Wipe phones
- Wipe surfaces & wash cups etc
- Refil soap dispenser
- Wipe banisters
- Refil hand towel dispenser
- spray kitchen door
- spray kitchen windows
- spray internal doors
- spray back & side doors

{Omission & Errors accepted} Tasks will be reviewed at regular intervals.

Caretaking Tasks

- Opening/closing building on occasions as required
- Key holder for alarms
- Moving furniture ready for change of activities
- Setting up/clearing away
- Writing or applying Risk Assessments and contributing to policies
- Maintaining the building for safety, cleanliness and tidiness.
- Liaising with service providers and builders as required
- Carry out manual maintenance repairs of building and equipment as required.
- Obtaining quotes for remedial building repairs.
- Entering purchase requests in purchase order book (prior to approval).
- Lead & record Alarm checks and Fire Drills.

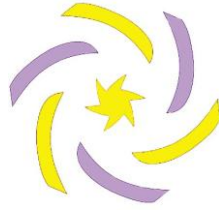
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General

To participate in line management and team meetings & performance management objectives.

To undertake all duties with regard to the organizations' Policies and procedures.

To attend appropriate Sunshine Children's Centre Charity training and other meetings as required as directed by your line manager. In order to deliver a responsive service a degree of flexibility is needed from the successful candidate. Saturday working will be necessary at times in addition to regular hours to open and close the building for children's parties, Open Days, Parents Evenings, etc.



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Person Specification

Essential

Good communication, interpersonal and social skills.

Good handy-person & D.I.Y. skills.

Good level of personal hygiene standards.

A willingness to attend training as required (continued professional development).

An ability to empathise with staff, parents & carers of small children.

Committed to equal opportunities' principles and inclusive practice.

Ability to work on your initiative and as part of a team.

Available to work flexibly including some weekends & occasional evenings (approx. twice a year)

Willing to undertake an Enhanced CRB check

Current First Aid Certificate (or willing to undertake training)

Current Food Hygiene Certificate (or willing to undertake training)

Desirable

An awareness and firm supporter of this charity.

Experience of working in a similar role.

Some experience of working in a school, nursery or childcare (and/or adult education) environment.

A second language that might reflect the needs of our local communities.

Health & Safety trained

COSHH trained