**JOB DESCRIPTION**

**JOB TITLE:** CaretakerHill House Community Centre

**RESPONSIBLE TO:** Hill House Centre Manager

**SALARY:** £13.50 per hour as basic, £15.00 call out per hour (outside of contracted hours) and £20 per hour handy person duties (agreed outside of contracted hours).

**CONTRACT HOURS:** 12 hours per week, spread over 6 days

**PLACE OF WORK:** Hill House, Bishopsford Road, Morden, Surrey, SM4 6BL.

**CONTRACT:** Two years (one-month probationary period, with a review after 6 months)

**Start date** 2nd Jan 2024

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**Purpose of the Post**

Hill House St. Helier Community Centre is a community resource offering various services, activities, and meeting spaces for individuals of all ages in its neighbourhoods.

We are currently seeking a caretaker who will serve as a keyholder for the building. The successful candidate will be responsible for opening and closing the main gate and building, disabling alarms, and securing the premises at the end of each day. Additionally, the caretaker should be available for emergency callouts and capable of performing minor maintenance tasks as needed.

**Job Overview**

As a Caretaker at Hill House St. Helier Community Centre, your key duties involve serving as a keyholder, opening/closing the main gate and building, disabling alarms, and ensuring daily security. You'll be available for emergency callouts and handle minor maintenance tasks as needed. Under the direction of the St Helier Community Development Manager for Community Action Sutton, your primary responsibility is maintaining a secure, welcoming environment, adhering to Health & Safety regulations and building legislation.

**JOB ROLE**

**Core Service Keyholder for the building:**

1. Opening and closing the main gate and building.

This involves unlocking and locking doors, disabling alarms, and securing the premises at the end of the day.

• Mon - Thurs: 07:30 and close at 22:00.

• Fri: 07:30 and closes at 23:00.

• Sat: 07:30 and closes at midnight (24:00).

*Note: Opening and closing hours are subject to change based on special circumstances, like emergency repair work. Sundays can also be scheduled upon request to accommodate bookings.*

**2. Security:** Key holders maintain facility security, overseeing security systems, responding to alarms, and preventing unauthorized access. They promptly inform the centre manager and, when necessary, coordinate with law enforcement or emergency services in the event of a security breach.

**3. Communication**: Key holders are the primary contact for renters and event organisers outside regular office hours on weekdays, handling inquiries, feedback, and reporting to the centre manager.

**Secondary Service (Upon request)**

1. **Opening and closing the main gate and building**.
* This involves unlocking and locking doors, disabling alarms, and securing the premises at the end of the day.
* •Sun: closes at 22:00
1. **Emergency call out service (Upon request ,outside of contracted hours)**
* • For weekends booking, ensuring that participants follow the facility's guidelines, and as a contact point for emergency or issues that may arise.
* • Emergency Response: Key holders may be expected to respond to emergencies, such as fires, break-ins, or medical incidents that occur on the premises. They may need to call emergency services and take appropriate actions as needed.
* **3. Handyperson service (Upon request , agreed outside of contracted hours)**
* • Perform minor maintenance tasks (upon request) or report issues to the appropriate authorities. This ensures that the facility remains in good working order.