

Barton Hill Settlement

Central Services Department

Job Description: Evening & Weekend caretaker (16.5 hours)

Job Purpose

To set up rooms and provide a welcoming first point of contact to all visitors.

Main Duties:

1. To ensure a welcoming reception environment is maintained for all visitors, staff and volunteers to the Settlement, giving directions so people can find meeting rooms.
2. To set up rooms for bookings in the style requested by the hirer, provide refreshments and equipment as required and to carry out occasional cleaning duties as necessary.
3. To introduce new people and/or groups to the housekeeping arrangements of the venue, eg Fire procedures, facilities etc
4. To set up rooms for the following days bookings, including equipment and refreshments.
5. To ensure the photocopiers and refreshment caddies are kept stocked.
6. To ensure that the reception diary/handover book is updated at the end of the day.
7. To ensure that the room keys are secured in a lockable key cupboard.
8. To be responsible for keeping the main reception desk area tidy and ensure the notice boards are relevant and up to date.
9. To secure the building at the end of each day following a lock up procedure.

General:

10. To ensure that the Data Protection Act is adhered to at all time.
11. To work within all Settlement policies and procedures
12. To engage in positive and effective communication with all visitors and colleagues on the Settlement site.
13. To play an active role in supervision and appraisal with the Line Manager.
14. To assist with other duties as requested which can reasonably be required that are commensurate with the post holders role as Evening & Weekend Caretaker.

Person Specification:

This part of the job description describes the

- Knowledge
- Experience
- Abilities and skills
- Qualifications and training

any applicant must include to be shortlisted for interview. Your application must show, in detail, how you meet these criteria.

Essential
<ol style="list-style-type: none">1. A cheerful/friendly welcoming personality.2. Ability to communicate in a friendly and welcoming manner (verbally) with a wide range of people3. The ability to organise your own time, use initiative to get the job done and the ability to work alone.4. Ability to work in a calm, organised fashion in a busy community centre environment.5. Ability to ensure that people from <u>all</u> communities and groups using the Settlement receive a favourable welcome and receive the support they require.
Desirable
<ol style="list-style-type: none">6. Knowledge and experience of the voluntary sector either in a voluntary or paid capacity

Terms and Conditions

Responsible to:	Deputy CEO
Responsible for:	No line management responsibility
Hours:	16.5 hours per week: Thursday 4:30 -9:30pm Friday 1:00 – 3:00pm Sunday 9am -5pm (with an ½ an hour unpaid lunch break)
Salary:	Grade B (living wage) –Currently £8.96 per hour
Holidays:	5 weeks per annum (pro rata)

Probationary Period: 6 months

Pension: All employees will be enrolled into a workplace pension scheme if they are not already in one and;

- Earn over £10000 per annum
- Are aged 22 or over; and
- Are under state pension age.

Please speak to HR Officer for further details.

Full details of terms and conditions of employment are included in the Employee Handbook.

JRG date: 29/10/18