

# Southend Association of Voluntary Services

## Job Description

**Post Title:** Caretaker  
**Salary:** NJC Point 12 - £16,123 per annum, pro rata  
**Hours:** 15 Hours per week - 4:30pm until 7:30pm (Monday - Friday)  
(Additional hours will be required on an adhoc basis to include evening conference room bookings and occasional weekend working and holiday/sickness cover)  
**Responsible to:** Deputy CEO

### Main Duties:

- Overall responsibility for security of the building
- Key holder responsibility in case of emergency out of hours call out
- Maintain high standard of cleaning throughout the whole building and ensure rubbish is removed daily
- Setting up of conference room and clearing away afterwards, as required
- Provide tea/coffee for evening/weekend conference room bookings
- Liaise with Receptionists on a weekly basis regarding conference room bookings for the following week to ensure there is adequate cover and customer requirements are met
- Report any damages, repairs needed, health and safety issues to Line Manager
- Carry out general maintenance and minor repairs at SAVS
- Provide access to the building for contractors, as necessary
- Monitor and replenish stock levels of consumables (soap, toilet rolls, hand towels etc) and cleaning materials
- Ordering and taking delivery of materials
- Ensure the fire alarm is tested on a weekly basis
- Understanding of and abide by fire safety regulations, health and safety regulations, emergency procedures and the rules of evacuating a building
- Carry out PAT testing as required (training will be provided, if necessary)
- Ensure the professional image of SAVS is maintained at all times
- To cover sickness/holiday of morning caretaker (shift 7am until 10am)
- Any other duties that may be required.

### Person Specification Requirements

Skills	Desirable	Required
Ability to work flexible and unsociable hours		✓
Helpful and willing attitude		✓
DIY Skills		✓
Good communication Skills		✓
Be physically able to move conference room furniture and equipment on a daily basis		✓
Good organisation skills		✓
Have access to own transport		✓
Ability to work as part of a team		✓
Understanding of Fire Safety regulations & Health & Safety regulations		✓
Pro active		✓