

We are recruiting:

Caretaker part-time

Canolfan Gymunedol

Calon y Fferi
Community Centre



Calon y Fferi Community Centre is part of Ferryside Social Enterprise Group, supporting local community and business. We are recruiting a **Caretaker** to facilitate the smooth running of the Community Centre which is open 7 days a week. The role will involve working flexibly, a **minimum 10 hrs per week** (including outside normal opening hours), with the potential for additional hours as required.

The primary aims of this post will be to assist with the general maintenance and upkeep of the Community Centre, working within a wider staff team to ensure the centre is clean and safe, whilst promoting harmonious relationships in line with the ethos of Ferryside Social Enterprise Group. As the Centre develops, the role will require adaptability.

Salary **£5720** p/a (based on 10 hrs p/w @£11 p/h)

Expected duties will include:

General:

- Assisting with the general maintenance and upkeep of the Community Centre
- Assisting with preparation of meeting rooms as required for bookings
- Opening and closing the premises as required including evenings and weekends.
- Ensuring that all refuse is disposed of promptly and stored away from the main building
- General cleaning duties

Maintenance

- Inspecting the interior & exterior of the building for general cleanliness and repair on a routine basis
- Carrying out maintenance and minor repairs to property, fixtures, and fittings, within agreed limits.
- Reporting any defects of building, furniture, fittings and equipment to the Centre Manager
- Monitoring cleanliness of car park, picking up litter and emptying bins as required.
- Assisting with grounds maintenance and gardening
- Appropriate painting and redecoration
- Emergency cleaning of spillages

Security

- Assisting with routine testing of fire alarm and emergency lighting. Maintaining test register.
- Ensuring that clear passage is maintained on fire escape routes
- Being the first point of contact in an emergency, responding to, and resetting of, the fire alarm, liaising with the fire service and alarm company out of hours as needed.
- Any other duties that become necessary for the development of the Community Centre

Occasionally, you may be called out at unsociable hours or at weekends to deal with security issues, make emergency repairs or allow access to any contractor who may be working on the site.

Skills – essential:

- Good interpersonal skills
- Practical experience or training in DIY, construction skills, or similar
- Understand safe working practices and health and safety legislation
- Ability to follow instructions
- Ability to work flexibly on own or within a team and adapt to the needs of the role
- Good time management and multi-tasking skills
- Be responsible, honest and reliable

Skills – desirable:

- Proficiency in spoken and written Welsh
- Ability to interpret technical information
- Access to own transport

To Apply:

Email jobs@calonyfferi.org with C.V. and covering letter.

Closing date for applications 9am 12th September 2023. Interviews will be held at Calon y Fferi Community Centre, Carmarthen Rd, Ferryside SA17 5TE. Candidates must be available to attend **interview which will take place on 15th Sept 2023**