**Caretaker**

**Job Description and Person Specification**

**Post Title:** Caretaker, 28-35 per week (negotiable)

**Salary:** £9.50 per hour

**Working Hours:** Flexible and negotiable (Mon-Fri)

**Duration:** Permanent Post

**Location:** Kirkcaldy and Glenrothes

**Reporting to:** Personal Assistant to the Chief Executive

**Main Purpose of Post:**

To support the maintenance of our high-quality offices and buildings across Fife. In particular ensuring a visible security/caretaking presence within the organisation thereby aiding and enhancing the delivery of the organisation’s services to voluntary and community organisations in the area.

**Main duties of Post:**

1. To provide a variety of essential building maintenance including replacing light bulbs, fixing broken hinges etc;
2. To provide reception duties as appropriate;
3. To main a professional approach and interacting with staff, tenants, contractors and visitors in a way that it is sensitive to their individual needs and reflects well on the organisation;
4. To carry out weekly and monthly checks (e.g. fire alarm, emergency lighting, water temperature etc.) across offices;
5. To take monthly utility readings for each of our offices;
6. To maintain the grounds of our offices;
7. To set up meeting rooms for internal and external meetings;
8. To provide cover for weekend/evening meetings;
9. To help ensure that we hold sufficient cleaning items in stock;
10. To support other staff when required in relation to specific activities, eg. events;
11. To provide cover throughout each of our offices to carry our vacuuming, emptying waste bins, mopping floors, dusting, cleaning inside of windows, damp wiping surfaces, cleaning toilets etc.
12. Reporting, recording and follow up on outstanding maintenance issues with suppliers/contractors/tradespeople etc.;
13. To adhere to actions on the office checklist on a daily/weekly basis;
14. Responsible for the health and safety and carry out the necessary risk assessments in our offices;

This job description does not represent an exhaustive list of responsibilities and tasks but indicates the main responsibilities required from employees in the role. The organisation reserves the right to require employees to perform other duties from time to time. The organisation also reserves the right to vary or amend the duties and responsibilities of the post-holder at any time according to the needs of the organisation’s business. There is a requirement to work evenings and weekends as necessary in order to ensure appropriate fulfilment of duties.

**Person Specification**

Essential requirements:

* comfortable working with a variety of electrical and gas instrumentation;
* manual handling skills;
* willingness to learn; work as part of a team and to help others;
* word processing skills including experience with Outlook, Word and Excel;
* good written and numeracy skills;
* good people skills and the ability to deal with a wide range of people in a courteous manner;
* valid driving licence and access to a car;
* A personal commitment to equal opportunities and organisational excellence - displays honesty integrity and a strong sense of ethics in all actions and decisions.

Desirable requirement:

* health and safety experience and knowledge;
* knowledge of health and safety, control of substances – hazardous to health (COSHH);
* understanding of the voluntary or charitable sector.