



Merstham Community Facility Trust
bringing people together

CARETAKER HANDYPERSON Job Description

Main purpose of job

To support the activities of Merstham Community Facility Trust (MCFT) through providing practical support across a number of areas.

Main responsibilities

1. To prepare rooms for hirers prior to their arrival; checking any specified requirements for tables, chairs, use of TV screen, use of IT equipment, etc.
2. On completion of a hire period to check the room(s) to ensure it is left in a reasonable state of tidiness and no damage has occurred. Where the room has been left untidy, and/or equipment/furniture is damaged then to record this as fully as possible (in writing, photographs) and report immediately to other staff.
3. Carrying out minor repairs to property, fixtures, fittings and equipment, belonging to or the responsibility of MCFT, which are not beyond the scope of an unskilled handyman.
4. Report any defects of building, furniture, fittings and equipment to other staff.
5. By agreement with the relevant staff to participate in the activities of MCFT so as to support the success of the activity for the participants. For example – to participate in activities at the MCFT allotment, to participate in the fishing group activities, to support the setting up and use of activities at special events run by MCFT.
6. Act as a key holder with others which could involve out-of-hours attendance at the centre in the event of an emergency.
7. Act as the centre's representative in all duties, helping members of the public and generally promoting good public relations.
8. Ensure compliance with and implementation of MCFT's policies and procedures to ensure that the Company complies with all health and safety and other statutory regulations.

Other duties

9. To treat all members of the public, volunteers, colleagues equally, fairly and respectfully in all aspects of the role.
10. To contribute to a co-operative working ethos across the organisation and more widely within the Hub and beyond.
11. This Job Description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list.
12. MCFT reserves the right to amend this Job Description from time to time, according to business needs. Any changes will be confirmed in writing.

Person Specification

Heading	Selection criteria	E= essential D= desirable
1. Education/ qualifications	1. Sufficient education to be able to communicate effectively verbally and in writing.	1.E
2. Experience	2. Experience of caretaking, premises management, building cleaning or building management 3. Use of cleaning equipment 4. DIY skills 5. Experience of dealing with members of the public; must be able to deal with people in a firm but non-aggressive manner on occasions	2.E 3.E 4.E 5. D
3. Skill and abilities	6. People focused 7. Be able to manage own work effectively 8. Flexible approach to work 9. Be able to use own initiative 10. Be able to work to deadlines 11. Willingness to work as part of a team	6. E 7. E 8. E 9. E 10. E 11. E
4. Resource Management	12. Ability to manage usage / issue of and ordering of cleaning and catering supplies 13. Receive orders from suppliers e.g. items for events	12. E 13. E
5. Physical Skills (<i>with DDA modification where necessary</i>)	14. Regular physical moving and handling 15. Be able to climb stairs, use ladders and step ladders safely, and do medium to heavy work including lifting and moving of furniture 16. Keyboard skills	14. E 15. E 16. D
6. Knowledge	17. Commitment to and understanding of equal opportunities. 18. Knowledge of the requirements of the needs of people with disabilities. 19. An understanding of the importance of safeguarding issues in relation to children and to vulnerable adults. 20. Knowledge and experience of health and safety good practice and legislation 21. Knowledge of ICT packages including Microsoft Office suite.	17. E 18. D 19. E 20. E 21. D
7. Other	22. Able to work flexibly, including being at the Hub on a number of occasions through the day.	22.E

Pay: £8.75/hour (e.g. £140/16 hours)

Holiday entitlement: 21 days/annum pro rata, plus public holidays