

Caretaker

Summary of Duties

- The aim of this post is to be prepared to open and close up the Centres as and when agreed. There is 5 Children's Centres and other associated venues. This will mostly be in the evenings and weekends. The role will also involve welcoming Centre Users, preparing refreshments and ensuring any relevant paperwork is completed for an event.
- To collect keys from the Children's Centre from agreed point and be responsible for these until they are returned
- To unlock buildings for events or staff use and to lock up securely as needed, ensuring health and safety policies are considered at all times
- When agreed to provide a welcome to visitors for events, ensuring all procedures are followed in relation to signing in etc
- As needed prepare simple refreshments
- Report any issues/problems to relevant personnel
- Return keys and ensure building secure
- Fill in any relevant paperwork
- To support the smooth running of an event/activity as required
- To be the main contact for the duration of the event
- To clear away/tidy up and return the venue to its original state