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**JOB DESCRIPTION**

**Job Title: Facility & Grounds Caretaker**

**Department: Newark & Sherwood**

**Responsible to: Children & Families Service Manager**

**Location: Community & Activity Village, Bowbridge Road, Newark**

**Hours Casual - days, evenings and weekends as and when required**

**Salary: £8.72 per hour**

**Job Purpose**

* To be responsible for the overall cleanliness and tidiness of the Newark & Sherwood Community & Activity Village.
* To be responsible for the operational access to the grounds and facilities and to act as a keyholder.
* To be responsible for the maintenance and condition of the grounds and external facilities.
* To support the development of an organisational culture that puts our Christian Core Values at the centre – Caring, Honesty, Respect and Responsibility.

**Principal Responsibilities**

1. To ensure that all allocated maintenance and grounds work is undertaken effectively to a high standard.
2. To ensure access to grounds and facilities for clubs and YMCA members.
3. To undertake gardening and caretaking duties externally (e.g. building or moving furniture, mowing lawns, unblocking sinks, window cleaning removing graffiti, clearing litter etc) including working at heights as required
4. To undertake cleaning and caretaking duties internally (e.g. cleaning showers, changing rooms, toilets and corridors).
5. To check Kabins & facilities and report any issues e.g. health and safety, damage, maintenance etc in a timely and appropriate way.
6. To take responsibility for health and safety issues that fall within the areas of work including within COSHH, YMCA Newark & Sherwood and Nottinghamshire YMCA guidelines when handling substances.
7. To work with colleagues, managers, members and contractors to ensure the health, safety, cleanliness and security of the site as required.
8. To order equipment and supplies using the agreed procedures and maintain appropriate stock levels.
9. To report illegal or unacceptable behavior of customers and work with other staff to address such issues.
10. To undertake administrative tasks, including condition surveys and reports, as required.

**Responsibilities of all YMCA staff, casual workers and managers**

**1 Ambassador for the YMCA**

 To act as an advocate and ambassador of the YMCA; promoting and exemplifying the YMCA’s core values, mission, vision, and ethos and to positively and proactively protect the YMCA’s reputation.

**2 Other Duties**

To undertake any other duties and responsibilities as may be assigned by your Line Manager or anyone else designated by the Chief Executive Officer, as necessary. To work in a flexible way to ensure that workload is completed and to undertake any other jobs commensurate with the seniority of the post.

**3**  **Discretion to Act**

To exercise discretion in the performance of the duties of the post, to use best practice and to ensure the effective and efficient use of resources.

Nothing in this Job Description is intended to authorise the post-holder to undertake responsibilities that belong properly to trustees and members of the Executive Management Team unless properly authorised to do so by the Chief Executive directly or through an appropriate manager.

**4** **Relationships and Confidentiality**

To establish, maintain and enhance team-working with colleagues and staff of Nottinghamshire YMCA and YMCA Newark & Sherwood, keeping confidential all information about individuals and the business of Nottinghamshire YMCA and YMCA Newark & Sherwood. Any breach of confidentiality is extremely serious and may lead to dismissal.

**5 Association Ethos**

To support the Christian ethos and core values of the Association. The Association is committed to equality of opportunity and expects all staff and casual workers to abide by our Equality and Diversity Policy.

**6 Health and Safety**

To adhere to the Association’s Health and Safety policies at all times.

**Line Management Responsibility:**

No direct line management responsibilities but

**PERSON SPECIFICATION**

**Please ensure that you address all the requirements marked with an “A”**

**in the final column as we will be looking for this information when Shortlisting**

**Job Title: Facility & Grounds Caretaker**

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| ***Area*** | ***Criteria*** | ***How Assessed\**** |
| **Experience / Knowledge** | 1.1 Experience of working in accordance with established policies and procedures  | A, I |
| 1.2 Experience of caretaking a community facility, school or similar | A, I |
| 1.3 Previous experience of working within community centres or leisure centres and working with the public including dealing with enquiries and complaints face to face, in writing and over the telephone | A, I |
| 1.4 Knowledge of Health and Safety legislation particularly in relation to COSHH, lifting and manual handling etc. | A, I |
| 1.6 Confident in the use of hand and power tools\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_1.7 Confident in using or willing to learn the use of grass cutting equipment | A, I\_\_\_\_\_\_\_\_\_\_\_A, I |
| **Education/ Training / Qualifications** | 2.1 Basic level of education (literacy, IT skills and numeracy) | A, D |
| 2.2 Relevant grounds qualifications or ability to train within 12 months | A, I |
| 2.3 Basic knowledge of Child and Vulnerable Adults Safeguarding Policies and Procedures | A, D |
| 2.4 Any other relevant training to the post | A, I, D |
| **Skills & Abilities** | 3.1 Ability to work as part of a team and on own initiative without supervision | A, I |
| 3.2 Ability to work effectively with a range of stakeholders including children, young people and adults.  | I |
| 3.3 Effective communication skills  | A, I |
| 3.4 Ability to multi task using effective organisation, time management and planning skills | I |
| 3.5 Excellent organisational and time keeping skills | I |
| 3.6 Ability to work with discretion and integrity and work with confidential information appropriately | I |
|  | 3.7 Ability to lift and carry items such as chairs and sports equipment in order to set up rooms etc\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_3.8 Proven DIY skills | A\_\_\_\_\_\_\_\_\_\_\_\_A, I |
| **Other work-related requirements** | 5.1 Ability to support the Christian core values of the Association | A,I |
| 5.2 Willingness to undergo a satisfactory enhanced DBS check and to register with the DBS Update Service **OR** hold a satisfactory enhanced DBS check for the correct workforce plus existing registration for the DBS Update Service | A,D |
| 5.3 Ability to understand the needs of people from diverse cultural, social and racial backgrounds | A,I |
| 5.4 Physically able to climb ladders, carry goods and undertake a range of physical tasks such as decorating, mowing, digging etc | A, I |
| 5.5 Full clean driving licence and the ability and willingness to drive Association maintenance vehicles as required (Desirable) | A, I, D |
| 5.6 Ability to work flexibly to meet the needs of the service including evenings (including late evening / nights), weekends and bank holidays and participation in on call duties as required | A, I |

**\*When Assessed** – (A) on Application form, (I) At Interview, (T) During Test,

(D) From Documentary evidence e.g. references, qualifications (proof of relevant qualifications will be required at interview), driving license etc

*Nottinghamshire YMCA is committed to promoting diversity and practicing equality of opportunity*

*Nottinghamshire YMCA is committed to the protection of children and adults at risk*