**Job Description**

Job Title: Caretaker/Handy Person

Pay: £13.00 per hour

Location: The Ropewalk, Barton Upon Humber

Responsible to: CEO

Hours: Monday 10am to 6.30pm, Tuesday – Friday 5pm – 7pm total 16hrs per week.

**Purpose of Job**

We are looking for a Caretaker/Handy Person to join our team at The Ropewalk to work on a part time basis. The successful candidate will be responsible for the light repairs and maintenance of the building. They will be a main keyholder for the building and carry out any cleaning and caretaking duties as required.

**Summary of Main Duties & Responsibilities**

The Caretaker/Handy person will need to deal with a range of different projects of all sizes maintaining the interior and exterior of the building and its equipment, which include:

* Fixing minor plumbing repairs, dripping taps, pipes and toilet repairs.
* Maintenance of doors and fixings.
* Painting and decorating.
* Minor roof and guttering repairs.
* Fitting, hanging and installing equipment.
* Repairing equipment.
* Landscape and pavement maintenance.
* Locking up of the building and ensuring the alarm system is armed correctly and that the building is secure.
* To act as main keyholder in case of out-of-hours emergency callouts.
* Liaising and co-operating with the Business Manager with regards to Health & Safety issues (i.e., ensuring fire exits are kept clear and being vigilant of any potential risks and reporting them).
* Check all lights including emergency lights are replace where necessary.
* Litter picking and weeding.
* Check for any interior or exterior premises faults or maintenance issues and report them according to the company’s procedures.
* Empty recycling bins.
* Ensure that waste collection bins are full and put outside for collection dates.
* Arranging facility hire rooms and Ropery Hall as per layout instructions.
* Meeting and greeting delegates for meetings outside of normal working hours.
* Assist when required with onsite room bookings and meetings where there are refreshments and buffet requirements and general housekeeping.
* Landscape and pavement maintenance.

**Skills and Experience**The ideal candidate will have been in a trade or a similar role that has a broad range of experience and skills. Qualifications in a trade will be advantageous but not necessarily essential.

We are looking for the following attributes:

* Self-motivated and resourceful.
* Flexible
* Good communication skills.
* A can-do attitude.
* Can plan ahead and carry out routine maintenance.
* Can work autonomously.

We have a great volunteer team who work on a variety of maintenance activities in and around the building.

From time to time the successful candidate will be supporting and working with the volunteers on such tasks.

**General**

The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties, which may be required from time to time.

The post holder must carry out their duties with full regard to the company’s policies and procedures.

Deadline date for applicants: 31st May

Interview’s: 5 June

Start: asap

Job Type: Permanent contract

Salary: £13.00 per hour

Benefits:

* Company pension
* Discounted meals
* On-site parking

Experience:

* Handy person or relevant trade: 1 year (required)