Wanstead House Community Association

Your Local Community Centre in Redbridge Offering A Wide Range of Activities for All

Assistant Caretaker
Job description

Work under the direction of the Centre Manager	Friday & Saturday 8 am – 1 pm	10 hours per week @ £15 p/h
This post is subject to a probationary period of 3 months.		

The purpose of this post is to open up the Centre and ensure all rooms and facilities are ready for the planned activities of the day. This includes ensuring that a safe and welcoming environment is provided to Association members, hirers, and class tutors and all visiting the Centre.
At certain times of the year additional sessions on Saturday or Sunday may be offered.

Daily duties include:

- Ensure that rooms are clean and in good order for the start of sessions.
- Ensure users restore rooms to good order at end of each session.
- At designated break times operate the tea/coffee bar and take payments card/cash.
- Manage queries regarding the carpark
- Liaise with external bookings re. equipment and room requirements.
- Implement Association procedures in the event of fire evacuation or other emergencies.
- Ensure all users comply with health and safety guidelines.
- Be aware of safeguarding issues for all users, particularly children and vulnerable adults.
- Undertake Health and Safety checks as may be determined.
- Contribute to the maintenance of the house and gardens
- And other tasks as may be deemed reasonable.

This job description may be reviewed with and modified by agreement.

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Assistant Session Manager
Person specification

Personal qualities/skills/abilities	Essential	Desirable
Good communication skills. Able to communicate clearly with the public of all ages and background.	**X**	
Able to communicate clearly in writing	**X**	
Able to work on own initiative and take responsibility.	**X**	
Good understanding of health and safety practice	**X**	
Good understanding of effective cleaning practice	**X**	
Physically able to do the work	**X**	
Confident handling cash and using card machine	**X**	
Have good DIY skills and able to use hand tools		**X**
Able to undertake general garden tasks		**X**
Personal attitudes/understanding	Essential	Desirable
Commitment to equalities for all	**X**	
Commitment to safeguarding	**X**	
Other requirements	Essential	Desirable
Able to offer additional hours to cover additional sessions or occasional staff absence etc,	**X**	
Can provide DBS clearance	**X**	