



# Brockenhurst Village Trust

## JOB DESCRIPTION – FACILITIES ATTENDANT (CARETAKER)

**Responsible to:** The Operations Manager.

### **Role**

Brockenhurst Village Trust is run by a charitable trust providing facilities for the benefit of the local community. It is the role of the Facilities Attendant to ensure the facilities are in a clean, safe and satisfactorily equipped and maintained condition for use.

The Facilities Attendant is required to work 15 hours per week. Some flexibility around this is required. Weekly hours will not be more than 20 without prior agreement and some late nights and early starts are essential, including weekends. The Facilities Attendant is required to work independently and as part of a team. Having some trade knowledge is helpful so that small repairs and general maintenance tasks can be undertaken, but not essential.

### **Principal Duties:**

1. Ensure the facilities clean, safe, and adequately equipped before each letting as per the weekly lettings schedule.
2. Unlock the facilities prior to booked lettings and lock up as required.
3. Ensure that the central heating system is properly and economically operated, that rooms are heated when they are required, and not heated when not required, and during periods of frost, to monitor the system to avoid damage to plumbing.
4. Check that all lights, including Emergency Lights, are working and replace any defunct bulbs.
5. Carry out running repairs and maintenance jobs in the case of wear and tear or accidental damage to the buildings and equipment and maintain the Trust grounds and car parks etc. and to notify the manager of any malicious damage.
6. To collect routine consumable items and cleaning materials as required, or to request ordering of stocks for items, which are supplied by contractors.
7. Report issues to the Operations Manager
  - a. any defects or items, which need repair or replacement beyond the scope of paragraph 4.
  - b. Any emergency situations that need urgent attention
  - c. Any security breaches due to windows/doors etc being left unsecured
  - d. Any unacceptable condition of the premises following a letting



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- e. Any personal injuries received while undertaking work duties.
- 8. To come to the facility to deal with emergencies if you should be reasonably asked to do so unless other arrangements have been previously agreed with the Manager.
- 9. To comply with all requirements relating to Health and Safety as may from time to time be specified by the Trust, in line with prevailing legislation and best practice.
- 10. Keep entrance and paths clear to ensure safety of users.
- 11. To treat the Trust's customers in a civil and respectful way. The Trust's good image to be always maintained.

**Cleaning** involves keeping all kitchens and servery clean, tidy, hygienic and in full compliance with the food hygiene regulations. Areas to be cleaned include all work surfaces, cupboard fronts, cooker, cooker extraction hood, refrigerators, sinks, floors and walls, ceilings.

Toilets must be cleaned thoroughly at least twice each week and checked daily with additional cleaning as necessary.

The rooms regularly dusted and vacuumed, cobwebs removed as per the agreed maintenance and cleaning schedule.

Ensure all refuse is disposed of promptly in the correct waste bins in accordance with the Trusts sustainability policy.

**Caretaking** involves moving the furniture etc. to meet each Hirer's agreed requirements.

**Site Supervision** involves keeping the paving around the building weed-free, clearing gutters as necessary, general tidying of the grounds, clearing weeds, checking the car park for hazards to pedestrians and vehicles and acting as necessary.

This list of duties will vary from time to time according to circumstances.

Contact Sarah to find out more.

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