



Caretaker / General Assistant / Gardener

The Trustees at Wonford Community Centre are looking for a flexible, self-motivated, and conscientious person to join our team. This person will be a keyholder and in addition to the duties described below will be required to attend during evenings and weekends to open and lock the Centre and/or the Phoenix Suite for events. This may include bank holidays, Christmas, and the New Year period. The successful person will be required to undertake an enhanced Disclosure and Barring Service (DBS) check.

Salary: £10.42 per hour, rising to £11.44 from 1 April 2024

Hours: 15 per week at variable times

Key Duties and Responsibilities

- To prepare the main hall, the rooms, and the Phoenix Suite for hire; includes setting up tables and chairs in accordance with the requirements of the various events.
- To liaise with the Centre Cleaner, undertaking cleaning duties as required or to act as cover during annual leave or other absences.
- To undertake cleaning duties as required, for example weekends and during the Christmas and New Year period.
- Ensure knowledge and application of health and safety regulations and undertake any training as required.
- Carry out health and safety and security checks for the buildings.
- Carry out testing of the fire alarm system on a weekly basis and maintain a record of the details.
- Routine maintenance and minor repairs as required, to include painting and general decoration, basic plumbing, and electrical work. Meeting relevant contractors where in-house repairs are not possible or for ongoing works.
- Inspection and repair of furniture, reporting any breakages to the Centre Administrator.
- Maintain the garden area at the front of the main hall.
- Assist with the community café as required.
- To complete any other tasks reasonably identified by the Centre Administrator.
- Uphold the Centre's Equal Opportunities Policy and Safe Working Practices.

Please apply in writing to:

Jenny Mitchelmore, Secretary, Wonford Community Centre, Burnthouse Lane, Exeter EX2 6NF

Or email: jennym@wonfordclc.org.uk outlining your interest and relevant experience

Closing date for applications: 5pm Friday 15 March 2024