

### Job Title: Caretaker

<b>SALARY</b>	<b>£19,094 per annum (11,456 pro rata)</b>
<b>HOURS</b>	<b>24 hours a week, two days of 8 hour and two days of 4 hours.</b>
<b>WORKING PATTERN</b>	<b>Thursday to Sunday, 13:00 – 17:00 Thursday &amp; Sunday, 09:00 – 17:00 Friday &amp; Saturday. These are core hours, there will be an element of flexibility.</b>
<b>REPORTS TO</b>	<b>Visitor Experience Manager</b>
<b>REPORTING TO THIS POSITION</b>	<b>None</b>

#### JOB PURPOSE

- To provide efficient and effective caretaking support, ensuring that the farm's buildings and grounds are clean, safe, secure and fit for purpose.
- To undertake basic maintenance of heating, lighting, plumbing and security to ensure they operate safely and efficiently.
- To report serious hazards to the senior management team immediately.
- Support the delivery of the farm's business and charitable objectives.

#### CLEANING

- Ensuring public toilets and hand wash areas are stocked and kept clean at all times.
- To assist in regular 'deep cleans' of public areas, including the café, shop and toilets.
- To ensure that gullies, drains etc. are kept free from debris and that the Farm is free of litter, cobwebs and kept tidy.
- Act as a point of contact for pest control contractors and ensure that any new pest issues are reported.
- To empty bins and dispose of waste daily as per relevant procedures or guidelines
- To ensure public rooms and communal staff areas are kept clean and tidy.

#### CUSTOMER SERVICE

- Interact with customers and promote the work of the Farm
- Prepare rooms for meetings and events including birthday parties at the weekend.
- Assist in all emergency procedures and evacuations
- Promote and adhere to the Farm's Safeguarding policy.
- To assist and advise volunteers on issues relating to maintenance and basic building work.

#### MAINTENANCE

- To undertake basic maintenance of heating, lighting, plumbing and security to ensure they operate safely and efficiently.
- To arrange to clear blockages, remove foreign matter from sinks, toilets, drains, kitchen grease traps etc. and clean up spillages as required.

- Painting and Decorating – as required
- To act as a point of contact for external contractors
- First line maintenance of fixtures and fittings, examples: tightening screws on window hinges, maintenance on door handles, minor repairs as a temporary measure after break-ins, vandalism etc.
- To oversee the tool shed and ensure that is sufficiently stocked, tidy and safe for use by volunteers and staff.

### HEALTH & SAFETY

- To perform duties in line with health and safety requirements and take remedial action where hazards are identified.
- To identify visitor accessibility issues around the site and work with the Visitor Experience Manager to address these.
- To be responsible for ensuring clear and safe pedestrian access to the Farm particularly in adverse weather conditions (e.g. clearing snow, gritting etc.)
- To carry out cleaning and related operations in line with relevant safe system of work to ensure safety of staff and others.
- To act as a joint nominated COSHH officer

### COMMUNICATION

- Attend regular team meetings to promote and encourage the on-going effective delivery of Visitor service.
- Promote the Farm in a positive manner at all times.
- To monitor stock levels of consumable items such as fuel, grit, toiletries, light, bulbs/tubes and report these to the Visitor Experience Manager.
- To promote recycling and implement improvements to environmental sustainability.

### GENERAL

- React to unexpected operational challenges in a calm, efficient and professional manner.
- To take delivery of post, deliveries and other goods
- Ensure that cleaning equipment and tools are in safe working order.
- To undertake portorage tasks as required including setting up and clearing away furniture.
- To attend to, where necessary, personnel visiting the site such as contractors.
- To carry out any other reasonable duties within the overall function of the job.
- To be responsible for maintaining the security of the premises, including locking up the Farm at the end of the day including lights and internal doors.
- To participate in training and other learning activities and performance development as required.

### Personal Specification

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> <li>• Relevant cleaning and/or maintenance qualification.</li> </ul>	<ul style="list-style-type: none"> <li>• Additional practical/academic qualifications in related areas</li> </ul>
WORK RELATED EXPERIENCE	<ul style="list-style-type: none"> <li>• Demonstratable practical experience of cleaning in a commercial setting.</li> <li>• Relevant practical experience of DIY and site maintenance.</li> <li>• Experience of Health and Safety, including risk assessment and maintenance management.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a community farm.</li> <li>• Experience of cleaning in an outside setting.</li> <li>• Experience of working with adults and children with physical and/or learning disabilities.</li> <li>• Experience of setting up and taking down events.</li> </ul>
KNOWLEDGE & SKILLS	<ul style="list-style-type: none"> <li>• Good numeracy, literacy and IT skills, with the ability to keep accurate records.</li> <li>• Knowledge of Safeguarding and Equal Opportunities legislation.</li> <li>• A demonstratable knowledge of COSHH</li> </ul>	
PERSONAL QUALITIES	<ul style="list-style-type: none"> <li>• Excellent communication</li> <li>• A positive team player</li> <li>• Able to work weekends and flexible to the needs of the job.</li> <li>• Able to identify imaginative and productive ways of utilising assets with limited resources.</li> <li>• Organised and efficient</li> </ul>	
OTHER	<ul style="list-style-type: none"> <li>• Full clean driving license</li> <li>• Consent to an enhanced DBS</li> <li>• Able to meet the physical requirements of the role.</li> </ul>	<ul style="list-style-type: none"> <li>• Qualified First aider</li> <li>• Fire Marshal qualification.</li> </ul>

### How to Apply

**Closing Date:** Applications will close upon a candidate being appointed.

To apply please email your CV and covering letter detailing how you meet the requirements of the role to Emma King, General Manager at [manager@deencityfarm.co.uk](mailto:manager@deencityfarm.co.uk).

Only shortlisted candidates will be contacted. Please note that the successful applicant will be asked to undertake a DBS check.