



Job Description

JOB TITLE:	Caretaker/Handyman/Bar Steward
ORGANISATION:	Gerrards Cross Community Association Charity number 300264 www.gxca.org.uk
PAY:	£26K
HOURS:	37.5 hrs per week
RESPONSIBLE TO:	Office Manager
BASE:	The Memorial Centre, East Common, Gerrards Cross BUCKS SL9 7AD
CONTACT :	office@gxca.org.uk

Purpose

To maintain whole building and outside areas in good state of repair.

Open and operate all bars for the benefit of members and guests.

Take responsibility for security of building.

Responsible for all room set ups for sessions in mornings, afternoons and evenings.

Ensure that all members of the Association and other users of the centre receive a welcoming, friendly and efficient service.

Encourage users of the Centre to become members of the Community Association, and to join in the activities of the Association.

Be totally flexible at all times to react to problems or emergencies.

Provide support to the Office Manager and Client Relationship Manager as required, and be responsible for specific tasks within the Bar, and for all handyman and caretaker duties.

Caretaker Role

Main responsibilities

- Unlock premises as required. Report any issues or irregularities to Office Manager.
- Check all kitchens either first thing each morning Monday to Friday, or the evening before for the following day.
- Accompany café staff on weekly kitchens inspection/sign off.
- Work with Office Manager and Events staff to set up all rooms and halls for morning use before 9:00 am (maybe done the night before) and afternoon use before 1:30

pm. Setting up the Colston Hall includes ensuring sound system is functional. Evening set up for all rooms and halls. Times detailed below are flexible, as timings required each day for set ups will vary.

- Check all room requests for equipment i.e. whiteboards, microphones etc. from diary in office.
- Weekend opening / closing and set up of rooms on site may be required at times in agreement with Office and events managers. Any weekend cleaning requirements will earn extra payments.

Key Activities

- Check cleanliness of toilets twice a day and replenish toilet rolls, paper towels and soap dispensers during the day/evening if required.
- Responsible for bulk waste disposal bins and subsidiary bins in car park and main buildings.
- Lock up securely all premises as required after 11:00 pm and set burglar alarm (unless cleaner still on site).
- Ensure grounds are litter free and clear of all debris.
- Be certified in Fire Training, First Aid Training and use of defibrillator

Handyman Duties

Main responsibilities

- Perform any set tasks, such as small repairs, replacement of batteries etc, as agreed in advance by Office and Events Managers.
- Weekly site inspection with Office Manager and monthly with 1-2 members of the Executive Committee. Repairs and Maintenance Book to be kept for daily entry of all issues and reviewed weekly with Office.
- Report any repair maintenance tasks that you are unable to complete to the Office Manager.
- Check boilers, are operational and programmed correctly for the day. Check heating is appropriate for all rooms.
- Check light bulbs/fluorescent tubes, change if necessary or report replacements required.
- Check all clocks and replace batteries as necessary.
- Check CCTV, fire extinguishers and emergency lights are operational and in correct position

Key Activities

- Weekly site inspection with office manager, to include fire alarm checks weekly, monthly checks of CCTV/burglar alarm/fire extinguishers/emergency lighting
- Monthly site inspection with nominated member of Executive Committee
- Support office and event managers in resolving small repair issues and reporting larger maintenance problems to the Office Manager.

Bar Steward Duties

Main Responsibilities

- Open and operate the bar for the benefit of members and visitors, Monday to Thursday, 18:00 – 22:00 pm plus such times as required by extension granted by Licensees.
- Bar to be attended or locked at all times. Responsibility to ensure bar and entrances are locked and secure each night.
- Order all stocks of wines, beers, spirits and soft drinks as required via the office using the duplicate book. All goods received to be checked against delivery note.
- Ensure all systems working correctly, report any defects to the office.
- Check diary daily for functions, as these may require special demand for stock or glasses.
- Clean at convenient times, all beer pumps and pipes in main Bar.
- Quarterly stock-take to be undertaken and submitted to Office Manager.
- All financial transactions must be agreed in advance by the Office Manager.

Key Activities

- All goods to be placed in their designated areas.
- Bar area and stores to be kept clean and tidy at all times.
- Check bar shelf stocks and replenish from stores.
- Prices to be charged as per bar price list, all cash taken must be entered into till.
- At end of each session, all takings will be cleared from the till and placed in the safe leaving float in till. The amount of takings to be recorded in the till book and any discrepancies from the till roll to be noted.
- Review bar stock-take with Office Manager monthly
- Agree financial transactions with Office Manager as required
- Checking bar takings with Office Manager against records and document discrepancies

Key Performance Indicators

Together with Office Manager, ensure buildings/facilities are safe and fit for purpose
Smooth and effective running of boilers, light bulbs, alarms, CCTV, fire extinguishers, clocks

Efficient attention to small repair jobs

Friendly and effective support to all users of the Memorial Centre

CONFIDENTIALITY

All information concerning the charity and its staff must be treated as strictly confidential at all times.

EQUAL OPPORTUNITIES

It is the aim of the Charity to ensure that no job applicant or employee receives less favourable treatment on the grounds of any protected characteristic as defined in the Equality Act 2010. To this end the Charity has an Equal Opportunities Policy and it is for each employee to contribute to its success.

HEALTH AND SAFETY

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, clients and visitors.

To be familiar with the fire drill procedure for all schemes and the system for contacting the fire service.

Employees will attend further training as and when required to comply with legislation.

REVIEW OF THIS JOB DESCRIPTION

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of changing needs of the organisation. Hours worked will be negotiated with the successful applicant and any additional hours recognised either as time off in lieu or appropriately remunerated.

PROBATIONARY PERIOD

The post is subject to a valid DBS check. Completion of a satisfactory nine-month probationary period is required prior to confirmation of the appointment.

GXCA Caretaker/Handyman/Bar Steward
Person Specification

The following are essential:

- Evidence of appropriate experience gained in a paid or voluntary role
- Ability to communicate with a diverse range of people
- Excellent interpersonal skills, both face-to-face and on the telephone
- Good organisational skills and initiative with a keen eye for detail
- Ability to manage competing priorities
- Resilience and motivation to overcome obstacles
- Willingness to 'get stuck in' we are a small team and everyone pitches in
- Experience of the voluntary sector and working with volunteers