



Registered Charity 1157806

# The Grange Park Centre Charity

## Caretaker Job Description

### About the role

The job is primarily for supporting the Operations Manager in maintaining the Arc building so that it is in a condition fit for purpose and carrying out practical tasks to keep the operation running smoothly. You are expected to work 5 hours per week, plus flexi hours when required.

### Key Responsibilities:

- Open and lock-up the building when required, this may require moving furniture, and setting up rooms for hirers.
- Pick up/receive deliveries
- Carry out routine maintenance/repair/checks
- Maintain garden, including cutting grass when required
- Cover for cleaning when necessary
- Showing hirers how to work devices and appliance in the building

### Desirable qualities

- Proficient in DIY
- Able to respond to calls promptly
- Flexible in working pattern/hours – which may include one open / lock on a Saturday night lockup per month.
- Reliable

It will be an advantage if you live close to the Arc.

You will need evidence of a right to work in the UK. Due to the nature of the work at the Arc, we will also require a DBS check for you to be in the building with vulnerable adults and children.