



Weekend Caretaker's Job Description

Post Title:	Weekend Caretaker at Paddock Wood Community Centre
Responsible to:	Community Centre Manager/Assistant Manager
Accountable to:	Directors of PWCCO Ltd
Hours:	<p>Your normal hours of work are 20 hours each month minimum and you will be expected to work both Saturday and Sunday. You will have one full weekend off each month and other shifts will be allocated based on business requirements. Actual start/finish times will be variable and in accordance with the rota which will be available one week in advance.</p> <p>Additional hours may be available in the future and to cover holidays. There will be a six month probationary period.</p> <p>£14.50 per hour.</p>
Location:	Paddock Wood Community Centre, Maidstone Road, Paddock Wood

Job purpose:

The post holder will play a key role in helping the Community Centre Manager to ensure the smooth running of the Community Centre. You will work with other members of the Community Centre team to ensure that the centre is a vibrant well-managed facility that operates for the benefit of local residents and organisations in the local and wider community. You will have responsibility for specific areas of facilities management, with an aim of providing a facility that meets the needs of all ages.

The post holder will frequently work independently and will therefore need to be self-motivated, although you will carry out the role with the support of the Directors and the Centre Manager as your line manager.

Key duties and responsibilities:

- Locking and unlocking the building and operating the security alarm system
- Ensuring the building and foyer is clean and tidy to include vacuuming/mopping of high traffic areas
- Filling up paper towels/toilet rolls and soap in dispensers
- Emptying bins
- Checking cleaning supplies stock levels/ monthly first aid box contents check
- Setting up/down furniture to include tables and chairs
- Folding up/back walls
- Ensuring upkeep of the tennis courts and changing codes on tennis court gates
- Liaising with the cleaning contractors and hirers
- Ensuring that visitors and users are satisfied with their experience of using the building

- Fire alarm and legionella testing
- Water meter readings
- Regularly monitor noise levels
- Provision of additional cover for large events and late evening closures
- Any other tasks required by the Community Centre Manager

Communication:

The following skills are required:

- Communicate effectively with colleagues, other organisations and members of the public. The communication will involve a variety of media including direct verbal discussion, disseminating information electronically and producing written information for centre users.
- Communicate with a wide range of people including staff, Directors, other organisations including hirers and local businesses.
- Present written and verbal reports as required to the Directors and Centre Manager in relation to the operation of the community centre.

Health & Safety:

- Take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work.
- Ensure that statutory regulations and health and safety rules, including local policies, are adhered to.
- Use all equipment in line with manufacturer's guidance and use equipment provided in compliance with health and safety requirements.
- Participate in the development and updating of standard operating procedures relevant to the role to ensure guidance is available for all staff to follow.

Information Governance:

Paddock Wood Community Centre Operations Ltd is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently and effectively. All staff are required to comply with Information Governance policies and standards. Failure to do so may result in disciplinary action being taken.

- **Confidentiality and Security** – All staff are required to ensure that information about hirers and users of the community centre remain confidential. Your terms and conditions of employment require you to respect the confidentiality of any information you may come into contact with in relation to individuals or the business. You also have a duty to ensure that confidential information is always held securely.
- **Disclosure of Information** - At no time must you disclose confidential information that you learnt in the course of your employment. The unauthorised use or disclosure of information relating to the Community Centre business or the personal details of an employee or hirer, will normally be considered a serious disciplinary offence which could result in dismissal and may be deemed as a criminal offence.
- **Information Quality and Records Management** - You must ensure that all information handled by you is accurate and kept up-to-date.

Professional development and performance review:

As an employee of PWCCO Ltd you have a responsibility to

- participate in any training required for the post.
- participate in one to one meetings and the appraisal processes including personal objective setting and the creation of a personal development plan to assist in the development of your role.

Safeguarding Children and Vulnerable Adults

- All employees have a personal responsibility to report any concerns relating to safeguarding of individuals. Concerns may arise in response to suspicions or witnessed events. These concerns must always be raised with a member of the management team

This job description may change depending on the needs of the role and in discussion with the Centre Manager and PWCCO Ltd, the management company.

Closing date: Midnight, Sunday 8th June 2025

Interviews: w/c 16th June 2025

May 2025