

Caretaker Role Descriptor

The Kinning Park Complex is a community-owned space in the Southside of Glasgow. We have spaces for private events, community activities and we offer a diverse programme of free and low-cost events, classes and activities for all ages.

Role Purpose: To maintain the day-to-day running and maintenance of Kinning Park Complex.

Reports to: Lead of Operations

Location: Kinning Park Complex, 43 Cornwall Street, Glasgow, G41 1BA

Essential Criteria

- Experience in facilities management (housekeeping, maintenance, security, key holder)
- Experience in DIY activities of a general building and maintenance nature e.g. minor repairs, including the use of associated hand and power tools.
- Knowledge and experience of safe moving and handling procedures
- Awareness of H&S, COSHH and hygiene regulations
- Great customer service / customer care skills
- Ability to work as part of a team
- Ability to multitask, time manage and work under pressure

Desirable Criteria

- Qualified PAT tester
- Experience in Mechanical or electrical engineering
- Ability to use a laptop / computer including email and other online platforms

Specific Duties and Responsibilities

- Open and close building on designated days ensuring building is secure before leaving
- Maintain safe conditions and safe working practices within all the facilities.

- Ensure along with the Lead of Operations that organisation and statutory health and safety procedures and policies are adhered to within the building.
- Ensure all furniture and fittings are fully compliant with our standards of safety and comfort.
- Regular external building and grounds inspections, sweeping, removing litter, ensuring paths are clear and supporting upkeep of garden
- Regular inspection of the building, including heating, cooling, lighting and alarm systems to make sure they are in good working order
- Ensuring toilets are kept clean and tidy, and replenished with required stock
- Carry out weekly fire alarm test for building
- Set up and pack down rooms according to bookings diary including chairs, tables, audio visual, IT and refreshments. Moving equipment around building as required
- Emptying bins and moving bins in preparation for weekly pick-ups.
- General maintenance and minor repair work including: doors, windows, toilet seats and flushes, furniture, tap washers and some painting of doors and walls. (This list is not exhaustive, but an example).
- Order, receive and check off goods and supplies, take them to the appropriate place for storage and communicate to those awaiting items. (Cleaning products etc).
- Report any defects of building, furniture, fittings and equipment
- Complete relevant training courses and certificates as requested by the Lead of Operations
- Liaising with cleaning company to ensure standards are upheld and support with required cleaning resources, and checking toilets during shift
- Sourcing, booking and supervising contractors for major repairs
- To be a first aider and fire marshal (training provided as required)
- Covering reception duties, handling mail, and answer visitor queries
- Cleaning duties as required, closing, sweeping after events
- Any other duties of a similar level and responsibility

General Duties and Responsibilities

- Contribute to an enthusiastic, positive working environment within KPC
- Model behaviour as a champion of the organisation's mission, vision and values

- Contribute ideas to help KPC grow
- Responsible for own learning - identifying training and development gaps and seeking opportunities to learn in different ways
- Work to achieve agreed goals and targets
- Take part in annual performance appraisal, reflecting on own performance
- Contribute to developing effective procedures and working practices in KPC
- Follow guidelines, procedures and policies provided by the company in relation to financial management and paperwork
- Liaise with colleagues to ensure the smooth running of the organisation
- Attend staff meetings, and other internal and external meetings as required
- Play an active part in achieving high standards of customer care
- Complying with all HR policies including equal opportunities policy and practice, health and safety practices and principles and standards relating to quality management and customer care
- Undertake other appropriate duties as required commensurate with the level and role of the job

Our Values

Self-Determination: We create space for everyone to determine their own priorities and goals, be self-aware (seek feedback), we encourage creativity

Empowerment: We create opportunities for volunteers to develop confidence and capacity to take action on the issues that affect our community members;

Participation: We make decisions with people not for them;

Collaboration: We work with others because it achieves more than working in isolation;

Solidarity: We recognise the problems of one of us impact on all of us;

Responsibility: We are proactive on the issues we care about; We apologise for our mistakes

Understanding: We build dialogue through respect, transparency and patience;

Inclusivity: We value diversity of interest and experience, create space for all and seek to challenge discriminatory practice

Terms and Conditions

This is a permanent post with a 6 month probationary period.

Start Date: Approx. week commencing 11th July

Interview Date: Wednesday 6th July or Friday 8th July 2022 at Kinning Park Complex.

Alternative arrangements can be made.

Pay Rate: £10.70 per hour

Number of hours per week: 15 hours per week. Working hours and days vary depending on the needs of the building. This could be mornings, evenings and weekends. Normal working hours are between 8am-8pm (there will be hours outwith these times, discussed and agreed in advance)

Deadline: Wednesday 29th June 2022 at 23:59

How to Apply

To apply please email your up-to-date CV plus a cover letter detailing your experience / suitability against the essential and / or desirable criteria outlined in the role descriptor to hello@kinningparkcomplex.org with **FAO Caretaker Recruitment** as the subject line. Where possibly, please attach a PDF version of both your CV and cover letter to your email.

Alternatively you can post or hand-deliver handwritten / printed CV and cover letter to Kinning Park Complex, 43 Cornwall Street, G41 1BA. You can hand in your application to our reception between 10am-6pm on Monday to Friday.

Kinning Park Complex is committed to the promotion of an inclusive and diverse working environment and we therefore welcome applications from diverse backgrounds.

www.kinningparkcomplex.org

Kinning Park Complex SCIO is a registered charity SC04839