



## Job Description

**Post Title:** Community Centre Assistant / Caretaker  
**Accountable to:** Deputy Town Clerk  
**Responsible to:** Lace Hill Sports and Community Centre (LHSCC) Co-ordinator

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### Job Purpose:

To assist the LHSCC Coordinator in the smooth, effective and efficient running of the Sports and Community Centre and all associated services. To actively promote the interests of the Centre at all times.

### 1. General Duties

- To be flexible in the shift routine, to help cover evening and weekend bookings, and shifts for holidays / sickness
- To be the first point of contact for community centre visitors / hirers whilst on site
- To set up meeting rooms as per the hirer's specifications. This will involve manual handling such as lifting / moving / setting up / packing away of furniture e.g. tables, chairs, equipment cages
- Participate in the planning of, and supporting the management of centre events
- To be responsible for the Opening Procedure of the Community Centre
- To be responsible for the security of the premises ensuring that windows are closed and doors are locked at the end of a booking, and that the alarm procedure is followed. During the day rooms may also need to remain locked if not in use.
- General cleaning of the Community Centre including cleaning floors, kitchens, toilets, mopping sweeping and use of cleaning machinery. Cleaning will be coordinated around bookings, and it is expected that the majority of this will be during the evenings and weekends.
- To be responsible for regular inspections of all rooms, ensuring they are presentable, clean and tidy and good housekeeping is maintained at all times
- To undertake such duties and responsibilities as shall be necessary in the absence of the Centre Coordinator
- To deal with any other matter which would facilitate the smooth running of the Community Centre, or as may reasonably be required by the Coordinator or the Council

### 2. Health and Safety

- Operation of all emergency procedures and building maintenance i.e. fire alarm, emergency lighting and heating system
- Reporting maintenance issues to the Coordinator or Estates Manager and recording details in the relevant file
- To take a fire warden role and assist with fire drills and emergency evacuations as required



- To attend training courses and complete all the appropriate Health and Safety requirements for the role.
- Ensuring that Health and Safety issues and licensing requirements are strictly adhered to.
- Use appropriate PPE and comply with Health and Safety

### **3. Other Duties**

- To maintain a professional and friendly service to all customers and users of the Centre, and build good relations with the local community
- Attend training courses in accordance with identified training requirements
- Other duties as the Council may reasonably require from time to time



## Person Specification

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CRITERIA	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working in public facing/ customer service role</li> </ul>		Application form Interview
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>• Good general education</li> <li>• Qualified first aider or willing to undertake training</li> <li>• Willing to undertake Safeguarding training</li> </ul>	Fire safety	Application form
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>• Customer service skills</li> <li>• Good verbal communication skills</li> <li>• Confident, self-motivated and able to work autonomously when required</li> <li>• Able to prioritise work and demands</li> <li>• Able to work as part of a wider local team</li> </ul>	Knowledge of health & safety legislation and relevance to events at LHSCC	Application form Interview
<b>Practical &amp; intellectual skills</b>	<ul style="list-style-type: none"> <li>• Able to work calmly under pressure</li> <li>• Able to work both alone and harmoniously with staff and public</li> <li>• Able to use initiative to anticipate problems and solve them</li> <li>• Methodical and thorough approach to tasks</li> </ul>		Interview
<b>Disposition &amp; Attitude</b>	<ul style="list-style-type: none"> <li>• A professional attitude and approach</li> <li>• Flexible</li> <li>• Friendly disposition</li> </ul>		Interview
<b>Special Requirements</b>	<ul style="list-style-type: none"> <li>• Willing to work regular evenings, weekends and Bank Holidays, and attend the Centre at short notice, and be flexible in work pattern</li> <li>• Required to consent to enhanced DBS check</li> </ul>		Application Form Interview