

## **Job Description: Evening Caretaker**

**Salary:** £12.21 an hour

**Hours:** 10 hours per week

**Duration:** Permanent

**Location:** York CVS, 15 Priory Street, York YO1 6ET

**Reporting to:** Facilities/IT Manager

### **Main Purpose of Job:**

The Evening Caretaker will be responsible for maintenance, cleaning and security of the building.

The post holder is responsible for ensuring the facilities are presented to all users in a clean, safe and well-maintained condition.

### **Duties and Responsibilities**

1. To be responsible for locking up and site security as and when required.
2. To be responsible for the upkeep of the building's exterior, gardens and surrounding areas, ensuring they are kept tidy and well-presented.
3. To ensure that all offices, conference rooms, toilets and communal areas are safe, clean and tidy.
4. To respond positively, politely and promptly to all licensee and customer requirements and carry out your duties in a professional and courteous manner.
5. Assist with skilled maintenance work including; garden maintenance, jet washing, waterworks maintenance and deep cleaning extractor systems
6. Ensuring that all regular health and safety and maintenance are carried out in a timely manner and recorded appropriately.
7. To be the lead on weekly recycle bin collections across site, sorting them into classified waste ready for external collection. To assist with waste minimization across site.
8. To support the preparation, efficient running and cleaning of the conference and meeting rooms in line with requirements as and when required.

9. To undertake cleaning duties as and when necessary, to the required standard.
10. To be on call on in case of emergencies as and when required.
11. To follow and adhere to York CVS policies and procedures.
12. To undertake any other duties commensurate to the level of the post as required by the Facilities/IT Manager.

**Prepared/Reviewed by:** Lisa Egginton and Matt Langhorn

**Date:** 09.04.25

**Post holder's signature:**

**Date:**

## Person Specification: Evening Caretaker

	Essential	Desirable	How assessed*
<b>Skills &amp; Knowledge</b>			
1.1 Good organisational and time management skills.	✓		AF/INT/R
1.2 Able to work within clear guidelines, systems and processes.	✓		AF/INT/R
1.3 Excellent customer service skills and the ability to resolve problems.	✓		AF/INT/R
1.4 Knowledge of (or willing to work towards) Health and Safety compliance including COSHH	✓		AF/INT/R
1.5 Knowledge of cleaning systems (or willing to learn)	✓		AF/INT/R
1.6 Knowledge of IT systems and equipment	✓		AF/INT/R
<b>Experience</b>			
2.1 Experience of undertaking a range of routine building maintenance tasks.		✓	AF/INT/R
2.2 Previous experience of working in a facilities management/maintenance role.	✓		AF/INT/R
2.3 Experience of health and safety compliance.	✓		AF/INT/R
2.4 Experience of ordering and maintaining stocks of business consumables and supplies.		✓	AF/INT/R
<b>Personal Attributes</b>			
3.2 Positive work ethic: hard-working; professional, enthusiastic, reliable, self-starter	✓		AF/INT/R
3.3 Able to work flexibly and effectively as part of a team as well as on own initiative	✓		AF/INT/R
3.4 Proactive approach to gaining new skills and knowledge	✓		AF/INT/R
<b>Qualifications</b>			
4.1 Health and Safety qualification		✓	AF/Cert
4.2 PAT Tester (or willing to learn)		✓	AF/Cert
<b>Other Requirements</b>			
5.1 Able and willing to work evenings and weekends and be on call in case of emergencies	✓		AF/INT

\* Key to how skills are assessed

AF = Application Form

INT = Interview

R = References

P = Presentation

AT = Assessment/Task exercise

CERT – Certificate of qualification to be checked