



## **JOB DESCRIPTION**

**JOB TITLE:** Caretaker

**RESPONSIBLE TO:** Admin Officer

**SALARY:** £15 per hour

**HOURS:** Varies weekly, on an ad hoc basis as required.

**DAYS OF WORK:** Saturdays and Sundays between 9am and 9pm. Some weekday evenings.

### **PURPOSE OF THE JOB:**

Mind in Haringey is seeking a caretaker to manage its premises during the hire of the community hall and other rooms during weekends. The successful candidate will be expected to open and close the building for private and professional hirers, assist in setting up rooms and ensure hirers leave the building in fit condition.

Our clients range from families booking space for children's birthday parties, to professionals conducting meetings or delivering training sessions.

This would be an ideal role for someone who lives locally to Mind in Haringey and is looking to supplement their income with occasional weekend work. The caretaker would be expected to be available during hire periods in case of an emergency or urgent request by the hirer.

It is the responsibility of the caretaker to ensure that the premises is left clean, safe and closed securely after weekend use, and that any damage is promptly reported to the Admin Manager.

### **DAYS & TIMES**

The person filling this role would be expected to be available for all weekends of the calendar month between the hours of 9am and 9pm Saturday and Sunday. The caretaker is asked to give advance notice of at least 3 weeks if they are not available on a specific weekend date. Occasionally other days or times may be requested.

## **DUTIES AND RESPONSIBILITIES**

To open the building, manage the premises as a key holder and correctly follow all security and health and safety procedures.

To prepare the premises before each booking by ensuring hired spaces and common areas (including kitchen) are clean and tidy and toilets are stocked with paper and soap.

To greet hirers on arrival and take them through relevant health & safety information, such as evacuation procedures and the location of fire exits & first aid kits.

To assist hirers by moving furniture/setting up equipment, and to show clients how to use kitchen facilities (as required).

To ensure hirers have cleaning materials and are aware of their responsibility to leave the building in a clean and tidy condition by the end of the hire period.

To be on call and able to attend throughout the hire period in case urgent assistance is required.

To report any incidences of mess, damage or late running to the Admin Manager or Operations Manager in a timely fashion.

To securely close down the building in a condition ready for use during weekday opening hours.

## **PERSON SPECIFICATION**

### **SKILLS & EXPERIENCE**

#### **Essential:**

- Experience of working in a position of trust
- Demonstrated ability to follow security and health and safety procedures
- Proven ability to take own initiative in case of emergency
- Strong verbal communication skills in order to effectively convey information to clients and to respond to requests.
- Ability to communicate effectively with managers via phone/ text and email
- Ability to follow instructions timely and effectively
- Friendly, approachable and helpful manner

#### **Desirable:**

- Previous security management experience
- Previous customer service experience
- Interest in community and/or mental health work

## **ABOUT MIND IN HARINGEY**

Mind in Haringey (established in 1984) is one of the leading mental health services in Haringey. We provide information, advice and support to anyone affected by a mental health problem, primarily in Haringey. We work to prevent mental health problems, promote mental wellbeing and ensure those with mental health problems are respected and included in our local community. One in four people are affected by mental health in Haringey, out of a population of 225,000 that's over 54,000 people. This includes 2,413 children and young people.

The services we offer include Counselling, Advocacy, wellbeing support and recovery activities (including gardening, cookery, yoga, meditation, craft and discussion groups) and services for young people at risk. Our services respond to needs identified by service users. We work to increase wellbeing, confidence, social integration and independence. We work with more than 2000 carers, adults and young people suffering from or affected by mental ill health each year.

### **OTHER INFORMATION.**

Staff and volunteers at Mind in Haringey are encouraged to take part in our community and fundraising activities and are offered accredited training in Mental Health First Aid. This role will be offered on receipt of satisfactory references and standard DBS clearance.