



Job Role: Building Caretaker

Reports to: General Manager / Community Manager

Job Purpose

- To ensure club facilities are kept secure and in the best possible condition.

Skills and Attributes Required:

- Reliability
- Accountable
- Enthusiasm
- Unbiased and impartial
- Diplomatic and helpful.
- Good Time Keeper
- Able to represent the organisation positively at all times.

Job Dimensions

- Shifts are varied throughout the week. Typically the building needs covered Mon to Friday 5.45pm to 9.15pm each night to ensure the building and sports facilities are opened then securely closed when football is over. The toilets need to be kept clean along with the floors on these nights
- Monday to Friday 9am to 4pm again opening and securing the building after our various daytime users. Ensuring the building is set up for customers and building users and kept clean. Litter pick of the football pitches and report any potential issues.
- Saturday and Sunday our users are largely our football teams. Each Saturday morning our Academy runs 9am to 1pm and cover is required for the building. Matches are appointed on a weekly basis and caretaker cover is required for matches Saturday afternoon, Sunday morning and Sunday afternoons
- Submit a timesheet each week recording activities carried out whilst working for the club

Job Challenges & Problem Solving

- Management of own time to ensure time is invested/spent on key tasks.



Competences

- Ability to manage own time and work with minimal supervision.
- Teamwork – displaying the ability to contribute co-operatively & successfully when working with others both internally & externally
- The ability to prioritise & multi-task.

Hours of Work / Annual Salary

- The post is a zero hour contract with expected hours of 10 hours (on average) per week, within a flexible work pattern to accommodate the needs of the Club.
- Rate of pay paid at £11.48 per hour paid monthly
- Holiday entitlement 28 days pro rata
- Access to the Football Club pension scheme operated by NEST

Print Name

Signed