All Saints Management Services Ltd

### Job Description

**Post:** ASAN Site Caretaker

**Responsible to:** Business & Facilities Manager

**Salary:**  NMW

**Location:** Based at All Saints Workspace (You may be required to work at other ASAN managed locations within Wolverhampton)

**Hours of work:** Saturday x 4 Hours & Sunday x 4 Hours

**To apply for this position please forward your details to –** **tracy.p@asan.org.uk**

## Overall purpose of the post:

To provide caretaking arrangements aimed at maintaining an efficient service across the ASAN locations.

**Main Duties:**

# *All Saints Workspace and Campus*

1. Provide opening, closing and key-holder arrangements at the workspace, community centre and sports site.
2. Setting up of conference rooms for meetings etc in accordance with client’s requirements.
3. Supervision of sports field activities.
4. Housekeeping and light maintenance and duties in designated areas in accordance with a housekeeping timetable.
5. Gardening and general landscaping work.
6. Undertake regular building maintenance audits dealing with repairs promptly and appropriately.
7. Ensuring adequate supplies of consumable materials and janitorial supplies.
8. Provide a polite and courteous service and promotes good customer relationships.
9. Be of smart appearance and dressed in uniform or suitable work-wear as provided.
10. Carry out health and safety audits and risk assessments.
11. Ensure that unauthorised personnel are denied access to restricted areas and that all users are the building are generally vigilant about security at all times.
12. Occasional reception duties ensuring visitors sign in on arrival.
13. Keep your line-manger of any incident or situation that may have the potential to affect the operation of the business reporting any such incidents to your line manager.
14. Undertake other such duties as may be required from time to time.

***Other Duties:***

1. Provide a limited rubbish collection service to households within the All Saints area

 In accordance with the company procedures.

1. Provide a weekly rubbish collection, light maintenance and errand service at other

 ASAN locations.

### Person Specification

* You will have basic general maintenance skills
* You will have an understanding of safe working practices, be able to keep clear concise records of day-to-day work
* You will be prepared to work occasionally in the evenings and weekdays