

JOB DESCRIPTION

Job title: Community Centre Premises Manager

Responsible to: Vinters Park Residents Association Chairperson

Hours: Hours as required over a 7 day week.

Salary: This is a self employed post and, as such, the post holder shall be responsible for the payment of Income Tax and National Insurance. Hourly rate £10.00 per hour.

Overview

The Community Centre is at the heart of Vinters Park estate. This post aims to ensure that the Centre is not only fit for purpose, but is a centre that our local community can be proud of. The post holder will be expected to be able to work to a high standard, be reliable and work with a minimum of supervision.

The post holder will be expected to have some previous experience of maintaining premises and have experience of using maintenance tools. The post may require a lot of manual handling which will involve lifting/moving/setting up/packing away of equipment and/or furniture.

Key responsibilities:

Maintaining a clean and safe centre

- Have regular contact with the Chairperson, Secretary, Finance & Bookings Manager and Cleaner as and when required.
- Carry out minor maintenance work at the Community Centre.
- Obtain the services of contractors, staff or volunteers to carry out maintenance as required.
- Call in outside contractors to deal with emergency work (flooding, electricity failure, smashed glass etc.)
- Carry out all inspections and other action specified or required under the Association's Health and Safety Policy on a weekly basis.
- Compile a list of contractors, agreed by the Executive Committee, who can be called on when required.
- Ensure that Health & Safety issues are strictly adhered to.
- Test the defibrillator battery on a weekly basis.
- Liaise regularly with the cleaner to ensure that efficient cleaning is carried out and that a sufficient supply of cleaning materials is maintained and report to the Executive Committee as necessary, ordering/purchasing supplies as necessary.

- Write suitable specification for maintenance and improvements works when required to do so and enter into correspondence with competent contractors to obtain quotes/tenders for intended work.
- Obtain Executive Committee approval to appoint suitable contractors.
- Liaise with contractors during work and advise the Executive Committee of the progress and standard of work being carried out.
- Obtain door keys for Finance & Bookings Manager to issue to Regular/Casual Hirers as necessary.
- Obtain premises licence, fire certificate, electrical certificates (including PAT testing), Performing Rights Society licence and any similar consent to ensure the continued operation of the Community Centre.
- To inspect the interior and exterior of the building for general cleanliness on a daily basis. A weekly check must also be conducted for any defects & malfunctioning equipment. Make good any defects where appropriate or report to the Chairperson as soon as possible so that repairs can be arranged.
- Maintain the outside areas, including clearing litter and weeds and clearing ice and snow. Regular cutting of grass in the garden and grass borders belonging to the Community Centre.
- Completion of log books as required to be completed by the Executive Committee on a daily/weekly basis.
- To deal with any other matter which would facilitate the smooth running of the Community Centre, or as may reasonably be required by the Committee.
- To report to the Executive Committee at all committee meetings any anomaly discovered through regular inspections and any incident documented during the period since the previous committee meeting.

To apply for this role please email your expression of interest to chairperson@vinterspark.org.uk