



# Job Title: Building Caretaker

Salary: £23,795.20

Hours of work: This is a full time position. Core opening/closing hours are 8am-6pm although times and hours are subject to weekly changes according to business need and includes working some evenings and weekends.

The successful postholder must be able to work flexible hours, including some evenings and weekends. Have responsibility for opening and closing the building, the day-to-day general maintenance, conservation and preservation of our Grade II listed building; engaging with external contractors and overseeing any external works when required. This post requires the successful candidate to move and set up/take down tables, chairs and other equipment as part of the pre and post room set up for events, meetings, weddings, conferences etc. and be the named health and safety officer across all areas of the charities business.

## Key Responsibilities:

1. To be responsible for implementing all health and safety and fire procedures which are already in place.
2. Ensure the Florrie is maintained as an accessible, secure, safe and clean environment for staff and visitors.
3. Carry out daily/weekly inspections of the facility to identify and resolve any small maintenance issues.
4. Physically set up rooms for forthcoming events (tables and chairs, lights, PA's and any other equipment as required) and take down after the event.
5. Ensure all public areas are kept clean and safe of any hazards, including carpark and outside patio and main garden area.
6. Be a key holder for the building - opening/closing as and when required according to business needs.
7. Be a named emergency key holder for out of hours emergencies.
8. Any other duties and training as required and in accordance with the post.
9. Can work on own initiative but is also an excellent team player and can support colleagues in their areas of work when preparing rooms for events.
10. A full clean driving licence is an essential requirement for this post.

## Additional Skills and Experience

- H&S practices and experience
- Experience of general building caretaking and what is required

- Understanding and experience of technical aspects of general maintenance and repair work and liaising with external contractors and trades.
- An understanding of working within a Grade II listed building and the restrictions upon it.
- Experience of working within the legislative requirements of health and safety and fire risk practices and keeping appropriate records.
- An understanding of working in the third sector.
- Excellent communication and interpersonal skills
- Outstanding organisation skills

*This job description identifies key responsibilities and requirements and is not an exhaustive list of duties and tasks that need to be completed. The Florence Institute reserves the right to amend the job description as the role develops within the organisation. This job is subject to a successful enhanced DBS check and two references.*

## How To apply

We hope to recruit and have someone in post as soon as possible. Please send a current CV and **no more than 1 A4 page** outlining why your skills and experience are suited to the role to [info@theflorrie.org](mailto:info@theflorrie.org)

Closing Date for applications Friday 1st November 2024.