**The Phoenix**

**Job Title:** Centre Caretaker

**Accountable to:** Centre Manager

**Employed by:** Rock Community Church (The Phoenix)

**Salary:** Pro rata (0.4) of FTE £23773

**Contract Length:** 3 years

**Hours:** 14 hours per week (typically working Mon-Fri, although some evening and weekend work may be required).

**Holiday:** Pro rata (0.4) of FTE 34 days

**Location:** The Phoenix, 17A, Quarry Knowe, Castlehill, Dumbarton G825AF

**About the Organisation**

Rock Community Church is a vibrant church community serving Dumbarton and the surrounding area. As part of our vision, we aim to be actively engaged in celebrating, supporting and loving the people within our community. In 2018 we created a community hub, The Phoenix, designed to primarily serve the people of Dumbarton West, namely the residents of Castlehill, Westcliff, and Brucehill. The Phoenix includes a community cafe and a wide and varied activities programme including youth work, toddler provision, adult learning, intergenerational events, art classes, fitness classes, wellbeing programme and volunteer opportunities.

**Purpose of role:**

The role of Centre Caretaker undertakes a range of duties ensuring the highest levels of customer service and relevant required Health and Safety standards are met. The post will focus on minor maintenance repairs, cleaning, garden maintenance and care, support for volunteers, support and supervise groups. Post holders are expected to work effectively both with and without supervision.

**Principal Duties:**

* Undertake minor maintenance repairs around the centre.
* Undertake cleaning tasks including, but not exclusively, mopping, sweeping, vacuuming, dusting, cleaning toilets, emptying bins, spot cleaning, etc.
* To maintain our garden with support from other team members and volunteers.
* Maintaining cleaning areas and identifying stock needs.
* To supervise and support centre user groups.
* Adhere to centre policies and procedures.
* Undertake training as required.
* Support major events within The Phoenix’s calendar alongside the staff team.
* Such other tasks as required by The Phoenix Centre Manager.

**Person Specification:**

**Essential**

* High cleaning standards
* Ability to move light furniture
* Ability to clean large areas
* Experience of managing and maintaining a garden.
* Sympathetic to the aims of the church and centre
* Strong interpersonal and problem-solving abilities
* Ability to relate to a range of people and situations.
* Ability to communicate well both verbally and in writing.
* Ability to work on own initiative including managing workload priorities.
* Ability to work effectively and flexibly within a team.
* Ability to adapt flexibly within a fast-paced working environment.

**Desirable**

* Experience working in a community centre
* Experience working on a community garden
* Previous management of maintaining stock levels
* Understanding of the issues that affect disenfranchised communities
* Experience of supporting and training volunteers
* Experience of monitoring and evaluating community work
* Experience of partnership working
* Experience and understanding of working with an asset-based community development model
* Holder of a full valid driving licence