



Casual Caretaker

The Ellendune Hall Trust

£8.50 an hour

- To provide holiday, sickness and ad-hoc cover for the Ellendune Community Centre.
- To be responsible for the opening and closing procedure of the Community Centre.
- To be responsible for the security of the premises ensuring that windows are closed and doors are locked at the end of the day. Correct alarm procedure must be adhered to at all times.
- Ensuring that Health & Safety issues and licensing requirements are strictly adhered to.
- Preparation and dismantling of various functions. The post requires a lot of manual handling which will involve lifting/moving/setting up/packing away of furniture.
- To attend training courses and complete all the appropriate Health and Safety requirements for the role.
- To help set up, operate and maintain the public address and microphone system.
- To deal with any other matter which would facilitate the smooth running of the Community Centre, or as may reasonably be required by the Centre Manager.

Job Type: Permanent

Salary: £8.50 /hour