



Caretaker Supervisor

DETAILS

Title	Caretaker Supervisor
Location	Ilkley
Role Type	Permanent, part-time
Reporting Relationship	Business Manager
Created	November 2019

ROLE SUMMARY & HOURS

Clarke Foley is a community venue in Ilkley and a registered charity. We operate a community café and hire out meeting rooms to individuals, companies, groups, clubs and societies. Our caretakers are an integral part of our team to ensure the smooth and safe running of our premises.

The main responsibilities of the role of Caretaker Supervisor are:

- Ensure the premises are safe and secure for all staff, customers and visitors
- Supervisor the caretaking team including a daytime and evening caretaker and managing the rotas
- Making decisions on workload and priorities for the caretaking team as required (in collaboration with the Business Manager)
- Working as a member of the CF team, and with the Business Manager to ensure the smooth running of the premises
- Work towards ensuring that all customers, clubs and groups have a positive experience at CF
- Represent Clarke Foley in a positive manner

The hours required for this role are:

Monday to Friday: 7.30 am to 10am

Friday: 4.30pm to close

One Saturday per month

Flexibility will be required in working hours to cover holidays for the daytime and evening caretakers.

KEY RESPONSIBILITIES

Key responsibilities include the following. Other duties may be assigned:

- Opening the premises Monday to Friday and closing the premises on Friday evenings, plus closing and opening one Saturday per month



Caretaker Supervisor

- Manage the cleaning schedule for the caretaking team, assigning tasks and duties, timeframes and responsibilities accordingly
- If qualified, minor repairs and maintenance to the interior of the building
- Regular checks to ensure all equipment is working e.g. heating, solar inverter, electrical equipment, alarms, lights etc
- Liaise with external suppliers as needed, collaborate with the Business Manager on any purchases needed
- During working hours ensure the security of the premises and the care and safety of customers, visitors and staff. Ensure that the daytime and evening caretakers maintain the same standards
- Work closely and build good working relationships with all colleagues, particularly the Café Managers
- Ensure that all rubbish is removed daily to wheelie bins
- At the end of the day (on relevant days) lock and secure the building before leaving, ensure all staff, volunteers and customers have left the premises
- Responsible for ensuring the defib is in working order
- If needed, set up rooms for the day's events and activities, ensure the rooms are kept clean and maintained to a high standard
- Undertake routine cleaning activities, including corridors, toilets, windows, gardens and car parks
- Undertake janitorial activities such as restocking paper towels and blue kitchen rolls, lander tea towels, towels and aprons
- As necessary, monitor the parking in the CF car park and ensure cars have appropriate permits
- If qualified, undertake minor maintenance and repairs, maintain a list of all repairs and maintenance needed
- Undertake health and safety checks and risks assessments as required (if qualified)
- Be a first aider (training will be given)
- Keep room set-up book and building logbook up-to-date
- Undertake other reasonable duties as requested by the Business Manager

KEY QUALITIES AND EXPERIENCE

- A positive attitude to work with a willingness to deal with queries from colleagues and customers, ability to turn deal with all aspects of caretaking and premises management
- A passion for quality and attention to detail
- Good communication and interpersonal skills are important as well as being able to build strong relationships quickly with staff, volunteers and customers.
- Ability to think remain calm and purposeful under pressure and to ask for help from other staff or volunteers if needed.
- Previous experience in a caretaking role and supervision of staff is required



Caretaker Supervisor

PHYSICAL DEMANDS

This role has physical demands including moving tables and chairs on a regular basis (as part of the room set-up), lifting and carrying tables/chairs and other items.

HOW TO APPLY:

Please send your CV and a covering letter to Ruth Richards, Business Manager either by post or by email:

Clarke Foley
Cunliffe Road
Ilkley
LS29 9DZ

Email: rrichards.manager@clarkefoley.org.uk