



The Newstead Centre

Tilford Road, Newstead Village, Nottinghamshire. NG15 0BS

are looking to **appoint a Part-time Caretaker/ Facilities Technician** at the heart of community activities working 20 hours per week.

If you are interested in this role we want to hear from you.

For a full detailed job description and how to apply for this position please contact Sandra Johnson, Centre Manager (email); admin@newsteadcentre.co.uk or (tel); 01623 720140

CLOSING DATE FOR APPLICATIONS IS 25th February 2022

Pay Rate £9.00 – £11.00 per hour depending on skills and experience.

This role is to ensure that you deliver great standards and a Centre to be proud of. Also ensuring that our customers have the best experience when visiting the Centre.

The successful candidate will be;

- Carrying out day-to-day general maintenance, decorating and minor repairs.
- Maintain and perform gardening and landscape duties.
- Ensuring the building is kept in good decorative order.
- Preparing and clearing rooms for meetings and events.
- Liaise with outside contractors where necessary.
- Undertake some key holding duties of opening and closing the Centre to events being held as required.
- Undertaking cleaning duties and provide occasional cover for cleaning staff.
- Carrying out and maintaining Health and Safety records and to update and comply with Fire Risk Assessments as required by the Centre Management
- Reliable, Courteous and honest with good time keeping.
- Carry out other occasional duties as required by the Centre Management which may reasonably be regarded as within the scope of the post.