



Caretaker / Maintenance Matthews Hall & Dorothy Holman Centre

Information for candidates

Topsham Community Association has two halls in Topsham - Matthews Hall on Fore Street and the Dorothy Holman Centre on the Recreation Ground. Both buildings are hired out by many different community groups for sports, clubs, activities and meetings across seven days of the week. From time to time we have larger events which use the stage, the sound and lighting facilities and the projector. We also run our Saturday market from Matthews Hall each week.

We need a caretaker/maintenance person who can join our small staff team to lead on this area of our work. Working with an assistant caretaker/cleaner you will be in charge of ensuring that the halls are set up and cleaned down as required and that the halls are maintained in good condition.

You will work between 20 and 30 hours a week depending on bookings. There is weekend and evening work involved but that can in part be shared out to give fair time off for everyone. Start and finish times will need to be flexible to accommodate different events.

You will have been a caretaker or have a background in building maintenance. Basic handyman skills would be useful. You will be happy to be work on your own as a member of a small team of part-time staff. You will be prepared to be hands on and turn your hand to whatever is needed. There is physical lifting work involved and stairs within the building.

Live-in option

The ideal candidate will be local to Topsham so able to come and go easily at different times of the day.

Alternatively, there is the option of a two bedroom flat attached to the Matthews Hall in the centre of Topsham to make this a live-in role, subject to salary adjustment and some on call duties. Can be discussed at interview.



Job Description

Job Title - Caretaker

Reporting to - TCA Manager

Hours - 20-30 per week

Main Duties and Responsibilities

1. To assist the Manager in the supervision and day to day management and running of the TCA venues.
2. Be responsible for the security of the buildings and their contents and for its orderly use.
3. Act as safety officer, ensuring that fire extinguishers, alarms and safety equipment are operational, regularly checked and records maintained. Also, that professional service visits arranged, and certificates obtained.
4. To open and close the building as required.
5. To meet customers and ensure their needs are met while using the building.
6. To ensure that health and safety requirements are strictly adhered to.
7. To keep the buildings and grounds cleaned inside and out, including picking up litter, clearing paths of leaves and debris etc. Removal of old / unwanted posters and banners.
8. To set up and pack away furniture, as customers require and ensure that it is stored in a safe and tidy fashion. This could be up to 200 chairs and requires handling of tables up to 6 feet by 3 feet.
9. Meet contractors and ensure their access to TCA premises. Reporting results of these meetings to the Manager.
10. To inspect both buildings weekly and record any health and safety and maintenance faults are reported to the manager.
11. To regularly inspect TCA equipment and to report any faults to the manager promptly.
12. To undertake maintenance and repairs.
13. To help set up and operate all equipment.
14. To maintain TCA community noticeboards.
15. TO undertake such training as is necessary for the role.
16. Undertake such other duties as required by the TCA.



Person specification

	Required	Desirable
Qualifications and experience	<ul style="list-style-type: none"> • Experience in a caretaking or buildings maintenance role • Experience of working closely with customers • Experience of meeting health and safety requirements in a work environment 	<ul style="list-style-type: none"> • Manual handling training • Qualified to do specific work – electrics, heating, plumbing etc • Experience of working with a stage – sound equipment, lighting, backdrops etc
Skills and abilities	<ul style="list-style-type: none"> • Some handyman skills – basic carpentry, understanding of lighting/power electrics, understanding of plumbing and heating systems • Able to move tables and chairs (up to 100 chairs and 6’x3’ tables) including up and down stairs • Able to work alone without supervision 	<ul style="list-style-type: none"> •
Personal qualities	<ul style="list-style-type: none"> • Willing to take on a broad range of tasks within the role • Approachable and friendly • Able to work collaboratively as part of a small team • Able to work flexibly in terms of hours, start and finish times, days of the week to meet the needs of the organisation 	<ul style="list-style-type: none"> • An understanding of the role of a community association