

Caretaker

White Rock Neighbourhood Ventures Ltd

£18,000 pa

Full Time (5 days/week)

Based in Rock House, 49-51 Cambridge Road, Hastings TN34 1DT

Purpose of the role:

1. To keep our buildings in a good working order by receiving and responding to maintenance issues throughout the buildings
2. Carry out routine maintenance tasks without the need for a contractor
3. Keep the buildings in a clean and presentable condition

1. Building maintenance

Tasks and responsibilities

- Respond to maintenance issues as they come in
- Make sure the building and its spaces are kept in a working condition
- Keep records of outstanding issues and the actions required to resolve them
- Work with external contractors if required to get maintenance issues resolved
- Assist the Buildings Manager with compliance related to fire, asbestos, etc

2. Repair & Renewal

Tasks and responsibilities

- Repair maintenance issues without the need for a contractor
- Be proactive and identify potential issues before they impact on the building
- Assist the Buildings Manager with the Renewals Programme

3. Janitorial Services

Tasks and responsibilities

- Assist other team members with porting of equipment and supplies for events
- Keep the communal areas and public toilets in the buildings clean
- Deep clean carpets when required
- Provide cleaning services to our clients