**JOB DESCRIPTION**

**CHILD AND ADULT SERVICES**

**JOB TITLE:** CENTRE ASSISTANT

**DIVISION:** PREVENTION, SAFEGUARDING & SPECIALIST SERVICES

**GRADE:** BAND 6

**RESPONSIBLE TO:** PROJECT LEADER

**POST REFERENCE:**  SR-107068/107069

**Purpose of Post**

Provision of a caretaking facility at sites within the Youth Service. Ensure the cleanliness of the facility and outside areas. Ensure all necessary Health and Safety procedures are followed for the well being of all centre users and staff. Provide front of house support to members of the general public and centre users ensuring good communication and relationships. When appropriate, assist with bookings, ensure appropriate arrangements are made, including such measures which may be required to comply with any relevant licences.

**Key Relationships**

Youth Work Manager

Area Youth Worker

Youth Support Team in Building

Centre Users

**Main Duties and Responsibilities**

1. Provide a caretaking facility at sites across Youth Services.
2. Ensure that furniture etc. is arranged in accordance with the booking instructions.
3. Monitoring the cleanliness of the centre and outside areas and giving guidance to the Cleaning Contractor’s approved representative. Reporting to the Client Officer for cleaning of buildings on a regular basis. Ensure and, where appropriate, undertake the cleaning where the cleaning contract does not apply or cleanliness is an issue in between sessions, in accordance with approved guidelines.
4. Providing Variation Orders to the Cleaning Contractor, in accordance with approved guidelines.
5. Advising hirers on the facilities available including answering enquiries in person and on the telephone.
6. To act as a point of contact/ front of house dealing with the general public and centre users when there is no other member of staff present.
7. Providing reports to senior managers on the buildings condition.
8. Organising reactive maintenance and repair in accordance with approved guidelines, giving appropriate assistance to Contractors, including undertaking handyman duties and basic maintenance of boilers, central heating, lighting, plumbing, etc. Where necessary and within guidance of safe practice light maintenance.
9. To act as, or assist as appropriate, in respect of all bookings, ensuring compliance with relevant licences.
10. Security of the centre, reacting to emergency call-outs as required in capacity of first keyholder.
11. To act as Caretaker in other Youth and Community Centres, as required.
12. Ensure all fire and Health and Safety provisions relevant to staff and users of the Centre are complied with, including completing and compiling adequate Hazard Risk Assessment of premises and activities in conjunction with Area Youth Workers and the Youth Work Manager and highlighting any control measures to centre users.
13. Requisition of materials etc. Directing of security, attendant and relief caretaking staff.
14. Light maintenance and cleanliness duties outside of the centre including, health and safety issues, emptying bins, reporting faults, where it applies including outside sports facilities.
15. Any other duties of a related nature, which might reasonably be required or allocated by, line management.

Changes

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

Date: February 2017

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**