



Caretaker Role

Contract: 1 year (with possibility of extension subject to funding)

Hours: 7 hours per week

Salary: £15.45 per hour, equivalent to £28,119 pro-rata.

Start Date: 1st May 2024

Location: Portree Community Centre, Camanachd Square, IV51 9BW

Report to: Fiona Thomson, Development Officer for the Portree and Braes Community Trust and The Portree Community Centre Association Committee.

Holidays: 7 days per annum

Pension: 3% employer pension contribution

Responsibilities:

- Providing access to the building to users, cleaning contractors or others as required throughout the week.
- Performing basic repair and maintenance tasks such as changing lightbulbs and painting.
- Ensuring the inside and outside of the building is kept presentable at all times.
- Managing lost property and keeping an itinerary of community centre equipment.
- Managing waste and recycling.
- Checking lighting, heating and security systems are in good working order and reporting any issues to the committee.
- To be available at short notice to attend urgent issues such as leaks or power outages.
- Alongside the volunteer committee devising weekly / annual maintenance procedures and implementing these, e.g. a winter maintenance plan.
- Liaising with the Bookings and Finance Coordinator on weekly basis to review the bookings diary and user requirements.
- To be available to attend bi-monthly committee meetings.

Essential Criteria:

- Demonstrable practical skills e.g. general maintenance and DIY.
- Good organisational and communication skills.
- Punctual and reliable.
- A reasonable level of physical fitness to carry out manual handling and maintenance duties.
- Due to the requirement of the caretaker role to be available at short notice this post would best suit someone living nearby the Portree Community Centre, Camanachd Square, IV51 9BW.
- Self-motivated and interested in the long-term success of the venue.

Desirable Criteria

- Previous experience in a caretaker or facilities management role.
- Experience of working with a voluntary board.