**Job Description & Job Specification**

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| **Job Title:** | **Caretaker** |
| **Responsible to:** | **Head of Property** |
| **Contract of Employment:** | **30 Hours Per Week** |
| **Salary:** | **£18,642 Per Annum** |
| **Job Location:** | **Dalston (No Remote Work)** |
| **Contract:** | **Permanent** |

This is a great opportunity for an enthusiastic and passionate Caretaker to join our team. You will act as the first point of contact. We are looking for a person who can quickly generate confidence and respect and who is capable of fostering highly positive working relationships with tenants, visitors and colleagues

**About Us:**

**Hackney Co-operative Developments (HCD)** is a local community economic development agency with membership open to all those who subscribe to its cooperative goals and values. HCD supports the creation and growth of co-operatives and social enterprises, and uses its agency role to network and connect organisations to grow the locally-owned social economy.

HCD provides affordable workspace to a range of social and ethical organisations, local start-ups, cultural entrepreneurs and creative professionals, and developed and leads on the regeneration of Gillett Square as a workspace and cultural centre. We are dedicated to maintaining and enhancing our facilities to the highest standards. We are currently seeking a skilled Handy Person to join our team and contribute to our ongoing commitment.

1. **Tenant Relations**

* Be the first point of contact for tenants, visitors and contractors.
* Handle inquiries and address concerns in a courteous and professional manner.

1. **Facility Management**

* Support the property team with the maintenance and cleanliness of the workspace, including cleaning services, repairs, and maintenance tasks as needed. Including carrying out regular checks i.e. cleaning tasks such as sweeping, mopping, vacuuming, and dusting.
* Assist Property team with site security such as access control systems and surveillance cameras, to ensure the safety of occupants.
* Identify and address minor maintenance issues, such as changing light bulbs, fixing leaky faucets, or repairing minor electrical or plumbing problems. Report major maintenance or repair needs to the property team.
* Ensure that all entrances and exits are secure and functional.
* Assist with emergency procedures and evacuation plans, including fire drills.
* Maintain outdoor areas, if applicable, including sidewalks, parking lots, and landscaping. Remove snow, ice, or debris from walkways during inclement weather
* Properly dispose of hazardous materials, following safety guidelines and regulations.
* Sort and manage recycling programs as applicable.
* Contribute to energy-saving initiatives by turning off lights and equipment when not in use and identifying opportunities for conservation.
* Collaborate with other facility management staff, including property managers, security personnel, and maintenance teams.

1. **Tenant Onboarding**

* Assist new tenants with the onboarding process, including induction, obtaining access cards, and providing necessary information about the workspace.

1. **Events and Meeting Room Management**

* Coordinate the booking and scheduling of meeting rooms, event spaces, and shared facilities.
* Ensure that meeting rooms are equipped with necessary amenities and are set up as requested.
* Assist with the rearrangement of furniture and equipment as needed.

1. **Community Safety**

* Report any concerns or incidents relating to anti-social behaviour, crime and disorder that impact the building, tenants and the local environment.
* Record incidents in an incident book (same as recording incidents that relate to Health and Safety) and check any CCTV cameras.
* Report incidents to the police and local authority and work with those authorities to resolve problems

1. **Marketing and Promotion**

* Assist in promoting the space to attract new tenants.

1. **Compliance and Regulations**

* Adhere to workspace policies, procedures, and regulations, including those related to safety, security, and cleanliness.

1. **Reports and Analytics**

* Maintain records of maintenance and cleaning activities, including logbooks and incident reports. - Report any unusual incidents or security breaches to management.

**Person Specification (Essential)**

* BTEC National Diploma or equivalent.
* Proven experience in caretaking, custodial, or facility management roles.
* Knowledge of cleaning and maintenance practices and safety protocols.
* Strong communication and interpersonal skills.
* Basic knowledge of security systems and emergency procedures.
* Physical stamina and the ability to perform manual tasks.
* Attention to detail and a commitment to cleanliness and safety.
* Ability to work independently and prioritise tasks effectively.
* Security qualifications and experience (Desirable)
* Reside Locally

**Working Conditions**

* The role may require standing, bending, lifting, and carrying heavy objects.
* No remote working.

**How to Apply:**

If you enjoy working within a diverse community. Kindly complete the attached application form outlining your relevant experience and why you are an ideal fit for this position to [**recruit@hcd.coop**](mailto:recruit@hcd.coop)Hackney Co-operative Developments (HCD) is an equal opportunity employer.

**Deadline:** Friday, 17th November 2023