



<b>Job Title:</b>	<b>Building &amp; Minibus Caretaker</b>
<b>Responsible to:</b>	Charity Manager
<b>Responsible for:</b>	Overseeing general maintenance and repairs to our Activity Centre, equipment and minibus
<b>Hours of work:</b>	10 hours per week - days/times negotiable
<b>Place of work:</b>	Unit 5 Britannia Estate, Leagrave Road, Luton LU3 1RJ
<b>Salary range:</b>	£11 per hour
<b>Start date:</b>	asap

**Purpose of the role:**

Oversee the general upkeep of our Activity Centre and equipment, liaising with suppliers and contractors and scheduling maintenance as needed.

Oversee the upkeep and maintenance of the Charity's minibus.

Liaise with existing providers of our office and IT equipment to ensure that all equipment is kept in good working order.

**Key Responsibilities:**

- Organising and scheduling routine building and equipment maintenance/servicing with existing or new contractors.
- Sourcing contractors and quotations for specific repair work as needed.
- Organising and scheduling minibus maintenance, repairs, cleaning, MOT and servicing. This will involve driving the minibus to and from the garage or van wash.
- Renewing the charity's blue parking badge and Section-19 permit as needed.
- Where possible, carrying out minor/basic DIY tasks or repairs to the building, fixtures or equipment.
- Monitoring existing service and maintenance contacts to ensure they remain appropriate for the needs of the charity.
- Overseeing the upkeep of all office and IT equipment and liaising with providers as needed to ensure that equipment remains appropriate e.g. photocopier, telephones, broadband, IT equipment.

- Maintaining a calendar and record of all essential routine maintenance.
- Monitoring and replenishing cleaning supplies as needed.
- Liaise with the charity cleaner as needed to ensure that all areas are kept clean and tidy.
- Routine inspections of the building and equipment to ensure they remain in good working order.
- Testing fire alarms and other safety equipment regularly.
- Monitoring and maintaining the charity's first aid kits and other safety supplies.

### PERSON SPECIFICATION

Essential	Desirable
Ability to work unsupervised, organising and prioritising workload	Previous experience of managing a premises or equipment
Good written and verbal communication skills	Some basic DIY skills
Computer literate with a working knowledge of Microsoft Outlook and Word	Knowledge of Health & Safety (training can be given)
Organised and proactive	Some understanding of fire safety regulations (training can be given)
Reliable and trustworthy	
Willingness to attend further training	

**F.U.N. Activity Centre, Unit 5 Britannia Estate, Legrave Road, Luton LU3 1RJ**

**Registered Charity Number: 1091474**

**Tel: 01582 420800 [info@familiesunitednetwork.org.uk](mailto:info@familiesunitednetwork.org.uk)**

**[www.familiesunitednetwork.org.uk](http://www.familiesunitednetwork.org.uk)**