

## **Dornoch and District Community Association: Caretaker Required**

The Dornoch and District Community Association (DADCA) are advertising for a Caretaker to maintain the general cleaning and maintenance duties of The Dornoch Social Club Building.

We are seeking self-employed, hardworking, honest individual(s) to take ensure our building is maintained to the highest standard for our regular and new users on a daily basis. The current contract is for 14 hours per week on a rolling 6-month contract. Rates and terms can be discussed on application.

Please email [carol.morrice@yahoo.co.uk](mailto:carol.morrice@yahoo.co.uk) to express interest of for any further information.

Full duties and responsibilities will be provided on application.

### **Duties and Responsibilities (General) – Not exhaustive**

- Daily cleaning and upkeep of the building including but not limited to, vacuuming, cleaning toilets, mopping floors, shampooing carpets, and cleaning glass.
- Putting out bins in preparation for pick-up.
- Ensuring that external rubbish is stored appropriately and arranging disposal.
- Pick up litter and be responsible for the removal of all debris from paths, grassed areas, flowerbeds and all entrances/exits.
- General maintenance and minor repair work including: doors, windows, toilet seats and flushes, furniture, tap washers and some painting of doors and walls. (This list is not exhaustive, but an example).
- Maintenance of equipment e.g. urns, tables and chairs as needed.
- Checking damage/security every morning on arrival at the premises.
- Receive and check goods and supplies and take them to the appropriate place for storage. (Cleaning products etc).
- Routinely clean lamp shades and light diffusers (strip lights).
- Ensure that clear passage is maintained on fire escape routes.
- Test fire alarms weekly. Maintain test register.
- Report any defects of building, furniture, fittings and equipment to the Board.
- Store equipment and supplies safely
- Emergency cleaning of human deposits (vomit, excrement).
- Flexibility of working hours when required.
- Frequent deep cleaning of rooms.
- Any other work requested by, and deemed appropriate by, the Board.
- Be responsible for ordering cleaning equipment with suppliers and communicating to the treasurer.
- Noting, monitoring and reporting any defects in the building to the board.
- Ensure that all lights and heating are working effectively, changing light bulbs and occasionally working at height.
- Read Gas, Electric and Water meters as required.
- Monitoring and setting of heating controls and boilers for each room as needed.
- Ensure that the caretaker cupboard and all storage rooms and cupboards are tidy.