



Cortonwood Comeback Community Centre

Cortonwood Comeback Community Centre
Chapel Avenue
Brampton
Barnsley
S73 0XQ

01226 759572

enquiries@cortonwoodcomeback.com



Registered Charity
Number: 1093848

POST TITLE: Centre Support Worker

POST REF: CSW/2022

GRADE: £10.90

HOURS: 16hrs PW (flexible working hours to fit with the needs of the centre, candidate may need to work extra hours as required)

EXPERIENCE / QUALIFICATIONS: Level 2 food hygiene, Health and safety in the workplace, safeguarding (training can be provided to the right candidate) Clean full driving licence. Post is subject to an Enhanced DBS check.

APPLICATION: To apply please email your CV and application form to- cortonwood.comeback@hotmail.co.uk, or call 01226 759572

OVERALL JOB DESCRIPTION: To support in all aspects of the day to day running of a busy community centre.

DUTIES AND RESPONSIBILITIES:

To manage and maintain the premises, to ensure that they are clean, secure, safe and well maintained. The main duties are (but not limited to):

- Locking and unlocking the buildings, as required.
- Assisting users with setting up/tidying away facilities such as chairs, tables, refreshments ect.
- Dealing efficiently with pre-planned maintenance, day to day establishment requirements and problems that may arise.
- Undertaking minor repairs to fixtures and fittings.
- Ensure all equipment is maintained to the required standard.

- Monitoring the premises for any hazards, carrying out repairs or reporting problems, where necessary.
- Ensuring that all stakeholders adhere to the centres Health and Safety Policies and Procedures. Health and safety:
- Taking reasonable care of own health and safety and that of others.
- Co-operating on all issues involving health and safety.
- Using the appropriate work equipment provided, in accordance with training and instructions.
 - Carry out risk assessments.
 - Maintain appropriate record keeping.
 - Ensure all equipment is maintained effectively, in line with statutory requirements.
 - Not interfering or misusing anything provided for health, safety and welfare.
 - Reporting any health and safety concerns to the centre manager, as soon as possible.
 - Ensuring all tasks are completed in a safe manner.

Other duties:

- Holiday/cover for other staff, as required.
- Overtime work, when required and in agreement with the Manager.
- Respond to emergency call outs and take action, as required.
- General cleaning, when required.
- Covering meal deliveries when required.
- General maintenance and repairs.
- Health and safety checks, in line with legislation.
- Sweeping/salting and keeping clear footpaths.
- Litter collection around the building.
- Any other duties that may be required.
- This role requires periods of lone working and as such, the post holder will need to display a high degree of responsibility and professionalism in their work. The ability to use own initiative is essential.

Safeguarding:

- All staff has a responsibility to ensure that all Safeguarding Policies are adhered to, at all times and that concerns are raised, in line with business Policy.
- A commitment to attend suitable training, to support safeguarding and health and safety responsibilities within the business.

Holidays:

- Holidays should be taken during in line with the business requirements.
- Holidays should be taken, in agreement and negotiation with the Manager.

Note: Post holders will be expected to be flexible in undertaking duties and responsibilities attached to their post and may be asked to perform duties which reasonably correspond to the general character of the post and are commensurate with its level of responsibility.