

STRATHERRICK AND FOYERS COMMUNITY TRUST JOB OPPORTUNITY

SFCT - CREATING JOBS IN STRATHERRICK AND FOYERS

BUILDINGS AND FACILITIES OFFICER – BASED WILDSIDE CENTRE - CLOSED

Stratherrick and Foyers Community Trust 'SFCT' is looking for a person to provide buildings and facilities management and caretaking cover for cover for buildings owned/managed by SFCT and in particular The Wildside Centre with limited requirements at Errogie Church/Riverside/Foyers Bay.

£13.12 an hour for 15 to 20 hours a week (equivalent of £25,584 pro rata)

35 days holiday (pro rata)

Workplace Pension

Approx. 2 hours a day. (this is expected to increase as facilities and projects develop, based on findings of Community Action Plan). We would consider job share.

If you are interested in this role please reply with CV and describing how your knowledge and skills meet the duties described below, by noon Tuesday 7th December 2021, 12 noon either by email to admin@sfctrust.org.uk or by letter to SFCT, The Wildside Centre, Whitebridge, IV2 6UN

For more information on the Trust and the community of Stratherrick and Foyers see our website here [Home | Stratherrick & Foyers Community Trust \(stratherrickcommunity.org.uk\)](http://Home | Stratherrick & Foyers Community Trust (stratherrickcommunity.org.uk))

Duties:

1. Minor maintenance of buildings - Preventative and Reactive maintenance
2. Manage with the Trust Manager complex repairs and maintenance tasks requiring specialist knowledge and skills.
3. To provide key-holder service to allow entry to Community Groups and other users
4. To ensure security of building and grounds when not in use
5. To provide access and manage contractors and maintenance personnel as required
6. To provide monthly water and electricity meter readings, weekly clean of property including vacuuming, dusting, emptying of bins, cleaning of kitchen surfaces and sinks, cleaning and disinfecting WC's including floors, replenishing supplies of toilet roll, soap and handtowels, ensuring correct waste bins is placed for collection by Council, sweeping of external entrance and paths, litter picking of grounds and car parking, fire alarm tests and, when necessary, snow shovelling and salting to maintain safe entrance and walkway.
7. Some minor gardening and plant maintenance works including tasks such as the changing of light bulbs and fixing leaks
8. Order cleaning supplies and equipment and maintain an appropriate stock at all times
9. To provide monthly window clean
10. Notify the Trust Manager when major repairs or structural issues are required
11. External contractor suitability, management and assurance
12. Ensure users clean and maintain the building after use and cleaning when appropriate.
13. Staff (cleaner) supervision and management
14. Member of event planning group and assume responsibilities given
15. Support to Project/steering groups
16. Administrative support (scanning and forwarding letters received and Wildside bookings)
17. Ensure compliance with legislation in terms of Statutory Legislation, Health, Safety and Environmental Management etc.

QUALIFICATIONS REQUIRED

No specific qualification is required for this role but the applicant must be able to demonstrate good general practical and maintenance skills needed for this role.

SPECIAL REQUIREMENTS

The post holder will be required to vary his/her personal working hours according to the requirements of the job which includes out of normal hours working. The post holder will be required to work evenings as required