



Stratherrick & Foyers Community Trust

## **STRATHERRICK AND FOYERS COMMUNITY TRUST JOB OPPORTUNITY CARETAKER / JANITOR ROLE – BASED WILDSIDE CENTRE**

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

**£10 an hour for eight hours a week. Approx 2 hours a day.**

**(this is expected to increase as facilities and projects develop, based on findings of Community Action Plan)**

If you are interested in this role please reply with CV and describing how your knowledge and skills meet the duties described below, by Friday 2<sup>nd</sup> April 2021, 12 noon either by email to [admin@sfctrust.org.uk](mailto: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 \(stratherrickcommunity.org.uk\)](#)**

### **Duties:**

1. Minor maintenance of buildings.
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 to 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