



CARETAKER VACANCY

We need a caretaker for the new Youth & Community building on Foresters' Green, to start from the weekend of 22nd June.

This is a critical vacancy looking after this new community asset.

Your duties will be:

- To open and close the building for groups using the facilities
- As a principal keyholder to assure the security of the building at all times.
- To ensure that any special requirements of hirers for furniture or other facilities are provided.
- To maintain the day-to-day cleanliness of the building and its facilities to a high standard.
- To alert the Council promptly to any required maintenance or repair work.

The hours will be variable according to the hiring timetable, but are anticipated to be not less than 10 per week, paid on an hourly rate. Because the building may be open daily at any times between 08:30 and 23:00, the hours may be unsocial, but the hourly rate will reflect the responsibilities involved

The Council would be open to joint applications from partners on a job-share basis.

To apply for this vacancy please download and complete the application form (which can be found on our website) and return it in person, or by email or post to the Community Centre, Hartfield Road, Forest Row RH18 5DZ or parishclerk@forestrow.gov.uk.

www.forestrow.gov.uk