

*Carnegie Community Trust are looking for a reliable and self-sufficient individual who can assist us with room hires in unsocial hours – after 6pm and occasional early mornings.....*

[www.carnegiecommunityhub.org.uk](http://www.carnegiecommunityhub.org.uk)

**Title of Post – Community Hub Caretaker – Up to 5 Hours per week initially - to be agreed according to operational needs – remuneration up to £5,000 per year.**

**Room hiring, site compliance and security.**

The successful candidate will be required to attend, sometimes in unsocial hours, the Carnegie Community Hub, Carnegie Library, Herne Hill Rd, SE24 0AG, which is operated by Carnegie Community Trust (CCT).

The postholder will:

1. Assist the Centre Manager and the Trustees in hiring out rooms in the Community Hub, particularly opening and closing the building during unsocial hours.
2. Ensure that basic facilities such as water, heating and other utilities are functioning when the rooms are hired out.
3. Record and report any maintenance concerns to the Trustees or the Centre Manager.
4. Ensure that the whole site and all buildings are safe and secure from all intruders, vandalism and trespassers following use by the Community Hub, ensuring that all doors, windows and gates are closed and/or locked so that the site is secure before leaving.
6. Take appropriate responsibility to the post for ensuring that the Community Hub is inclusive and welcoming to all.

The post holder will agree required sessions with the Centre Manager and /or Trustees of the Community Hub. All sessions will be paid as a minimum of one hour. The postholder will invoice the CCT monthly for payment.

Training in Health and Safety is desirable but can be arranged by CCT. DBS check will be required but a conviction would not automatically prevent appointment.

*If this role might suit you, please send your CV if possible and /or a letter telling us why you would be a good candidate for this role – to [Info@carnegiecommunityhub.org.uk](mailto:Info@carnegiecommunityhub.org.uk)*

CCT October 2021.