

CARETAKER AND FACILITIES ASSISTANT JOB DESCRIPTION

JOB TITLE	Caretaker and Facilities Assistant
SALARY	£6,715 p/a (FTE £23,500)
HOURS	10 hours per week, flexible, including evening and weekends
REPORTING TO	Youth Hub Manager
LOCATION	Middlesbrough Hub

OVERALL JOB PURPOSE

The purpose of this role is to ensure the Youth Hub is maintained as a clean, safe, secure, and welcoming environment for all users. The post holder is responsible for delivering high standards of cleaning and hygiene, carrying out key holding and security duties, and conducting regular health, safety, and fire compliance checks. The role supports the smooth and safe operation of the building by adhering to health and safety regulations, responding appropriately to emergencies, supervising out-of-hours activity when required, and maintaining accurate safety records. The post holder is also expected to uphold confidentiality at all times, including compliance with General Data Protection Regulations, and to undertake additional duties as required to support the effective running of the hub and its programmes.

ROLE RESPONSIBILITIES

Cleaning and maintenance

- Perform general cleaning tasks including dusting, sweeping, vacuuming, mopping, and polishing floors.
- Clean and disinfect restrooms, replenish supplies, and maintain hygiene standards.
- Empty and clean waste bins, ensuring proper disposal of waste and recycling.
- Wipe and sanitize surfaces such as tables, desks, and countertops.
- Maintain cleanliness of windows, glass surfaces, and mirrors.
- Ensure cleaning equipment and supplies are well-maintained and report any deficiencies.
- Adhere to health and safety regulations, including the safe use of cleaning chemicals and equipment.

Key Holding & Security Responsibilities:

- Open and close the building at designated times, ensuring all security protocols are followed.
- Arm and disarm alarm systems and ensure all entry points are secured.
- Conduct regular security checks to identify and report any safety hazards or maintenance issues.
- Monitor and supervise external cleaning and delivery staff during out-of-hours periods.
- Ensure keys are securely stored.
- Respond promptly to emergency situations, coordinating with relevant authorities as necessary.
- Conduct inspections of fire exits, ensuring they are unobstructed and functional.
- Verify that fire doors are properly closed and not propped open.
- Check that fire extinguishers are correctly located, unobstructed, accessible, with operating instructions clean and legible, and pressure gauges within the 'green' zone.
- Maintain records of all safety checks and report any faults or issues promptly.

- Perform any additional building safety checks as directed by the Facilities Manager or as required by safety regulations.

Other Duties

- Undertake any other duties as reasonably required to support the smooth running of the hub and its programmes
- To always uphold confidentiality. The above duties may require the Caretaker and Facilities Assistant to see confidential information that may at times be subject to the General Data Protection Regulations.

WHAT WE NEED FROM YOU?

Essential

- Reliable and punctual, with the ability to work independently and take responsibility for completing duties to the required standard.
- Experience of cleaning, caretaking, facilities management or a similar practical role.
- Able to carry out cleaning duties to a consistently high standard, including toilets, kitchens, floors, communal areas and high-touch areas.
- Able to follow cleaning schedules, checklists and opening and closing procedures.
- Comfortable acting as a keyholder, taking responsibility for building security and responding appropriately to building-related issues.
- Basic understanding of health and safety, including the safe use and storage of cleaning products, and able to identify and report hazards, damage or maintenance concerns.
- Physically able to undertake the practical requirements of the role, including mopping, vacuuming, moving cleaning materials and lifting light equipment.
- Able to communicate clearly and appropriately with colleagues, contractors, hirers and other building users.
- Able to use basic digital systems, email and/or a work mobile as required.
- Able to work flexibly when required, including early mornings, evenings and occasional weekends.
- Willing to undertake required training, including safeguarding, health and safety, fire safety and COSHH.
- Able to work appropriately and maintain confidentiality in an environment used by children and young people.
- Willing and able to undertake an Enhanced DBS check.

Competencies needed Essential:

- **Reliable & accountable** – dependable, punctual and takes ownership of the security, cleanliness and care of the building.
- **Safety conscious** – consistently considers the safety and wellbeing of young people, colleagues and other Hub users and acts promptly when something isn't right.
- **Attention to detail** – takes pride in maintaining a clean, safe and welcoming environment and notices things that need attention.
- **Independent & practical** – works effectively without close supervision, uses initiative and responds calmly and sensibly to unexpected situations.
- **Positive & respectful** – communicates well with a wide range of people and is discreet, approachable and professional.
- **Values-led** – demonstrates the Foundation's values of being collaborative, accountable, positive and empowering, with a commitment to helping create a safe and welcoming environment for young people.

BENEFITS

- Generous holiday entitlement (28 days pro-rata, plus 8 bank holidays)
- Up to 9% Employer pension contribution
- Private Medical Cover
- Employee Assistance Programme (access to health and wellbeing support, including counselling)
- Development and training

The KFC Youth Foundation is proud to be an equal opportunity workplace. We are committed to equal employment opportunity regardless of ethnicity, religion, sex, sexual orientation, age, marital status, disability or gender identity. The KFC Youth Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

To apply: Please send a copy of your CV to Claire Ashley, Hub Centre Manager, at claire.ashley@kfcyf.org.uk.

Closing date for applications: Friday 2 October 2026.

Interviews: Week commencing Monday 5 October 2026.