



run by the community for the community

Loirston Annexe  
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## Community Centre Facilities Manager / Janitor

### Job Description

The aim of the facilities manager's role is to ensure that the Loirston Annexe and grounds are safe and in good repair at all times, adhering to the centre's policies, and ensure the centre users have access. Where possible the facilities manager will make repairs to achieve this, where not possible the facilities manager will organise repairs as required, after consultation with the Management Committee.

We are looking for someone who :

- Can work independently, seeing what needs doing and acting upon it
- Can undertake small repairs
- Is trustworthy and can manage their own time without close supervision

The list below indicates most of the tasks involved in the job but is not an exclusive list.

Task	Regularity
Check light bulbs in and around the centre and replace as necessary	Daily
Inspect the grounds and place litter in the relevant waste disposal	Daily
Check the fire exits are not blocked on the outside and all doors are working well	Daily
Programme the heating	Daily
Liaise with centre administrator for the order of all consumables; check orders for accuracy when delivered and fit/supply where required	Weekly
Check the building log book and report all accidents to the Management Committee	Check weekly and report any problems immediately
Update the building log book to inform centre users of action	Weekly
Manage the recycling system so that centre users or cleaners leave recycling in an organised way to adhere to the zero waste regulations	Daily
Emergency lighting and fire alarm test	Monthly
Make minor repairs	As required
Liaise with and where necessary organise tradesmen to do safety checks, services and repairs at the centre	As needed

Proposed hours: 5-7 hours per week, with flexibility Trial period: 3 months

**Please contact Seona Shand at [loirstonannexe@yahoo.co.uk](mailto:loirstonannexe@yahoo.co.uk) if you are interested in this position**