



## **Job Vacancy: Community Centre Caretaker (16 Hours per Week)**

### **Location**

Ideally based locally to the community centre: 12 Quarry St, Coatbridge, ML5 3PU

### **Salary**

Real Living Wage.

### **Contract**

Part-time – 16 hours per week.

Hours must be worked flexibly to meet the needs of the centre and may include occasional evening and weekend work.

### **Probation Period**

6-month probationary period.

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## **About the Role**

We are seeking a reliable, trustworthy, and practical Handyman/Caretaker to support the smooth running and upkeep of our community centre.

This is a hands-on role suited to someone who is physically fit and able to undertake a range of maintenance, set-up, and outdoor tasks.

The successful candidate will act as a key holder and emergency contact for the centre, so a responsible and dependable approach is essential.

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## **Key Responsibilities**

### **Centre Set-Up and Support**

- Set up rooms for activities and events.
- Move and arrange tables, chairs, and participation equipment.
- Return rooms to their original layout after use.

### **General Maintenance**

- Carry out minor repairs and general maintenance.
- Change light bulbs.
- Undertake light-touch painting and decorating.
- Report any major repairs required.

### **Outdoor Maintenance**

- Grass cutting and lawn maintenance.
- Pressure washing entrances and external areas.
- Keeping outdoor spaces tidy, safe, and welcoming.

### **Security and Key Holding**

- Open and close the building when required.

- Act as a key holder.
- Respond as an emergency contact if needed.

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**Essential Requirements**

- Practical maintenance and DIY skills.
- Physically fit and able to move tables and chairs safely.
- Trustworthy, responsible, and dependable.
- Flexible and willing to work occasional weekends.
- Able to work independently and use initiative.
- Ideally lives within the local area.

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**Desirable Skills and Experience**

- Previous experience in a caretaker, janitorial, handyman, or maintenance role.
- Basic gardening and grounds maintenance experience.
- Understanding of health and safety requirements.

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**What We Offer**

- Real Living Wage employer.
- Flexible part-time hours.
- Opportunity to support a valued local community organisation.
- Friendly and supportive working environment.

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**How to Apply**

Please submit:

- A current CV.
- A short covering letter outlining your relevant experience and why you are interested in the role.

The closing date for applications is 25 May 2026.