

JOB DESCRIPTION

Job Title	PART-TIME CARETAKER & EVENTS SUPPORT
Accountable to	EXECUTIVE ASSISTANT & FACILITIES MANAGER
Grade	3
Place of Work	NATIONAL OFFICE, EUSTON
Hours of Work	PART-TIME, 2 DAYS PER WEEK

Main Duties and Responsibilities

We are seeking a reliable and flexible Part-Time Caretaker to provide ad hoc minor maintenance tasks in the building, while also assisting with the delivery of materials and support at least 3 external annual events, with the main event being GMB Congress.

Key Responsibilities:

- Carry out general caretaking duties and minor maintenance tasks around the building. To include minor painting and carpentry works.
- Security – act as a keyholder for Mary Turner House, Euston and be the 'first contact' by the security company should the alarm be activated whilst the building is unattended i.e. evenings/weekends.
- Undertake a variety of practical "odd jobs" as required, including basic repairs, moving furniture, and setting up rooms.
- Purchase in bulk household/beverages from Costco. Responsible for maintaining and replenishing beverages in the kitchens and bathroom supplies.
- Prepare, load, transport, and unload marketing and event materials.
- Assist with event setup, pack up and remain on-site when required during events to provide support as required. This includes our main event, GMB

Congress which requires 8 night's stay at the event – duties to include but not limited to photocopying.

- Ensure the building, equipment, and storage areas are kept safe, secure, and tidy.
- Provide occasional weekend access/closing of the Euston building. (Not required to assist for the duration of meeting).
- Carry out other reasonable duties to support the organisation's operations.

Essential Requirements:

- Full UK driving licence.
- Good practical and organisational skills.
- Ability to work independently and use initiative.
- Flexible approach to working hours, including occasional evenings and weekends for events.
- Ability to undertake manual handling operations safely.
- Responsible for driving and keeping the GMB van parked in a safe and secure area.
- Reliable, trustworthy, and able to undertake a range of manual handling tasks.