

## Job opportunity – Ryder House Caretaker

**Part Time [Mon, Weds and Friday 10am to 4pm] Permanent role  
Based in Tunbridge Wells Competitive salary [+ pension + health]**

**An exciting opportunity for an experienced, skilled and capable, Maintenance Supervisor to join our small, team at YMCA West Kent.**

### Job Purpose:

- To carry out day to day maintenance on the fabric of the building, its services and grounds in order to ensure that Ryder House is maintained in a safe and efficient, functional order.

### Skills Required:

- General Maintenance knowledge/experience eg. Minor electrical, plumbing, joinery
- Good communication skills
- Confident team player
- Clean driving licence
- Willingness to receive training on current Health and Safety/Fire/EHO issues
- Knowledge of current Health and Safety Regulations (desirable)
- Ability to work on own initiative
- to be a Christian or to be supportive of the Christian ethos of the YMCA movement

### Main responsibilities

#### General Maintenance

- Report and action any known defects to appliances, damaged furniture/equipment and any other potential hazards to The Manager/Deputy Manager, who will advise accordingly
- Maintenance of the building's exterior
  - Keep any sheds, outbuildings and areas in which waste is stored in a clean and tidy condition.
  - Clear snow and grit the drive, paths and any areas to which Service Users, Visitors or Staff have access
  - Where applicable, cut the grass around the building and tend to any flowerbeds etc.
  - Clean all signs/lighting outside the building
- Be responsible for the internal decoration
- Carry out any 'patching up' or 'touching up' of decoration as and when required in order to maintain standard of the building, on a rotational plan
- Test the fire alarm systems, and log results weekly. Check call points, fire exits, door retaining devices and fire emergency lights, as specified in Company procedures
- Ensure all ventilation units and lights are kept clean. Replace any defective light bulbs/diffusers

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SUPPORT & ADVICE

ACCOMMODATION

FAMILY WORK

HEALTH & WELLBEING

TRAINING & EDUCATION

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[www.WestKentYMCA.org.uk](http://www.WestKentYMCA.org.uk) | Company Limited by Guarantee No 2512960 | Registered Charity No 803529

Registered Office - Head Office, YMCA Ryder House, 1-23 Belgrave Road, Tunbridge Wells, Kent TN1 2BP

- Maintain a 'Maintenance Book' in which defects are recorded by residents. Use this book to effect repairs/replacements daily. Collect feedback on repairs made
- Assist/supervise with deliveries to the building. Monitor delivered goods closely
- Liaise with external contractors and sourcing quotes where needed.

### **Communication**

- Participate in staff meetings as required
- Complete all relevant documentation
- Liaise with The Manager/Deputy Manager or delegated staff regarding maintenance work to be carried out

### **Training and Development**

- Maintain and improve professional knowledge and competence
- Attend mandatory training days/course, on or off site and when required

### **Health and Safety**

- Ensure that paints and varnishes are used and stored only in accordance with manufacturer's instructions - COSHH
- Ensure areas in which any painting/varnishing work is being done is well ventilated and safe for Service Users, Visitors and Staff
- Understand and ensure the implementation of the buildings health and safety policy and emergency and fire procedures
- Act as Health and Safety Rep
- Promote safe working practise in the building

### **General**

- Ensure that all existing stocks are maintained in a safe and tidy environment and record renewals and replacements in a comprehensive way
- Inform The Manager or Deputy Manager of any external maintenance staff. Record the visit in the appropriate manner
- Ensure that all information of a confidential nature gained in the course of duty is not divulged to third parties
- Promote and ensure the good reputation of the Organisation
- Ensure the security of the building is maintained at all times
- Adhere to all the Company's polices and procedures with the defined timescales
- Ensure all equipment is clean and well maintained.

Link to our website <http://www.westkentymca.org.uk/JOB>

To request a full Job Description and Application Pack please contact – Karen Warner on 01892 542209 or email [HR@westkentymca.org.uk](mailto:HR@westkentymca.org.uk)

Applications by CV will not be considered.



YMCA  
WEST KENT



## Our Vision

Young people in need are equipped and empowered to build their future.

## Our Mission

We are a local Christian charity committed to helping young men and women, of all faiths or none, particularly at times of need.

Our mission is to do this by providing the foundation that young people need, including:

- A safe and secure place to live
- A safe and supported place to learn
- A great environment in which to develop and grow, and
- An excellent standard of complete support, designed for and with young people

We aim to be the best provider of these young people's services and will work with partners who share our values and aspirations.

## Our Values

We strive to be:

<b>Inclusive</b>	<b>Caring</b>
<b>Ambitious</b>	<b>Honest</b>
<b>Inspiring</b>	<b>Empowering</b>
<b>Committed to sustainability</b>	

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